

## Minutes of the Meeting of Teversham Parish Council

on Monday 5<sup>th</sup> March 2018 at Hope community Church at 7:30pm

Present: **Chair** Cllr Kelleway **Councillors:** Amrani, Bramley, Fisher, Freeman, Hills, MacInnes, Nicholson, Oxford, Van der Walle the Clerk, and SCDCllr Caroline Hunt

1803/01	<p><b>Apologies, Welcome and Introductions.</b> Apologies were received and accepted from Cllr Martin and CCCLlr Williams.</p>	
1803/02	<p><b>Declarations of Interest.</b> There were no declarations of interest made.</p>	
1803/03	<p><b>Public Forum.</b> There were no members of the public present.</p>	
	<p><b>To take CCC, SCDC and Clerk reports</b></p>	
1803/04	<p>A written report was circulated from CCCLlr Williams the main points are as follows: The CC have agreed with the government's recommended 2.99% general council tax rise, after several years of self-imposed council tax freeze. He is chasing up repairs to the Marshall Close footpath. CCCLlr Williams and Cllr Amrani are meeting Stagecoach East on the 15<sup>th</sup> March and the complete lack of timetables has been reported to the Commercial Director. Cherry Hinton North - The CC have taken on board the PCs concerns about the primary school opening but CCCLlr Williams is not happy with the height of the secondary school and playing fields on the "green wedge" which will be non-existent in Airport Way between the village and the school boundary. The road will go through the development rather than around it which will lead to parking issues around the primary school and community centre.</p>	
1803/05	<p>A written report has been circulated from SCDCllr Hunt the main points are as follows: A £5 increase in Council Tax for the average band D home has been agreed. As a result, the Council's charge for the average band D property for 2018/19 will be set at £140.31, retaining its place as one of the lowest taxing district councils in the country. During the next five years, a total of £4.4 million will need to be saved to balance the Council's budget. The savings target for 2018/19 is £500,000, rising to £1.3 million in later years of the five-year financial strategy. The Council will also continue its plan of running down money it holds in reserves over the next five years.</p> <p><b>South Cambridgeshire: Your Place, Our Plan'</b>, is a document that sets out how the area will continue to grow and thrive, and how the Council has already made significant strides to ensure this is the case. The plan has been shaped by key areas that communities have told the Council it should focus on A video where both the budget and 'Your Place, Our Plan' document is discussed is available on YouTube</p> <p><b>Energy Saving Fund.</b> It's been confirmed that a £200,000 loan fund will be set up to help South Cambridgeshire's residents, community groups and businesses become more energy efficient. This will allow householders, voluntary groups including parish councils and companies with up to 250 staff to borrow money specifically to spend on energy saving initiatives.</p> <p><b>Warden Scheme</b> - £1,600 requested grant has been agreed.</p> <p>Cllr Amrani asked if SCDCllr Hunt knew anything about bus services. SCDCllr Hunt replied that she would try and find more information.</p>	
1803/06	<p>The Clerk reported that she had met with one of the litter pickers today. The newest bins on Borley Way near the Skate Park are not being emptied despite this having been reported. The</p>	

1803/07	<p>boat in the small childrens' area has been broken. Sheppard Way pocket park is not really used and needs a new bin with a lid. There is also dog waste put in that bin and it might be worth considering installing a dog waste bin there.</p> <p>The Clerk is working on the locations of all the dog waste bins as the Council have received a request to replace some that are broken. These issues will be on the Recreation Committee Agenda.</p> <p>Fliers for the PC election have all been sent out for delivery.</p> <p><b>To approve the Minutes of the last Parish Council meeting held on Monday 5<sup>th</sup> February.</b> The Minutes were agreed to be a true record of the meeting and signed.</p>	Clerk
1803/08	<p><b>Matters Arising</b></p>	
1705/07	<p><b>Need to Increase Parking Capacity on Sheppard Way. Council noted Liam Flatters from SC has responded</b> that the additional parking for Sheppard way is on the list of sites to look at, however SC are limited on how may sites that can be progressed each year. He will ensure that this is looked at and a plan put together by the SC architect at the start of the next financial year, once he has received the plans it will need to go to consultation with the local residents. The PC will be informed of this. Then subject to a satisfactory consultation a planning application can be submitted.</p> <p>Further information has been received regarding the sale of land on Sheppard Way to allow access for the development at 38 High Street. The area of land required has been increased from 7 to 9m which will result in the loss of at least one parking space on Sheppard Way. There has been no account taken of this. and after considerable discussion The parish council feel that the strip of land that SCDC will sell is valuable and the full value should be realised to benefit the public purse. The council also believes that provision of replacement parking for the on street spaces that will be lost should be a condition of the land sale. It was resolved to write to Liam Flatters from SC and request a meeting with Parish Council representatives and SCDCllr Hunt.</p>	Clerk and Cllr Kelleway
1803/09 Should be 1802/04	<p><b>Presentation on Cherry Hinton North from Snapdragon Consulting.</b> Council noted the answers to questions Cllrs asked have been circulated. The plans of the new road junction layouts sent by Snapdragon were not very clear, and the clerk is asking for some better copies.</p> <p>Cllr MacInnes thanked the developers for their speedy response but is still concerned about the impact a two form entry primary school will have on the surrounding local schools which still have capacity for increased pupil numbers. He was also sceptical about the bus service serving Teversham and whether this might just mean Airport Way without entering any area of the village and improving the current services.</p>	Clerk and Cllr Kelleway
1801/15	<p><b>Update on the Borley Way Skate Park appeal against the refusal of Retrospective Planning Application for Fence S/3086/16/FL and Noise Abatement Notice.</b> The appeal hearing will be held on 31<sup>st</sup> May; There will be a pre-hearing case management meeting on 17<sup>th</sup> May (which is likely to be procedural). It was agreed that the appeal would be before a District Judge rather than lay magistrates due to the complex areas of law. The procedural "directions" are still awaited.</p> <p><b>Linked Planning and Enforcement appeals - Play Area near to Borley Way/Sheppard Way.</b> Both sides had until 15th January to submit full statements, and then until 6<sup>th</sup> February to</p>	Clerk and Cllr Kelleway

	submit a formal response.	
1803/10	<p>Cllr Van der Walle has submitted the petition against the closure of the skatepark to SCDC. There is a meeting on Thursday April 19<sup>th</sup> where a representative can speak. It was decided that Cllr Van der Walle or Cllr Fisher will attend and ask the petitions organiser to attend as well.</p> <p><b>Proposed Village Hall/Sports Provision</b> - Council noted there is no further update.</p>	Cllr Van der Walle
1803/11	<p><b>Redevelopment of Pembroke Way</b> - Council noted there is no further update.</p>	
1803/12	<p><b>Play Equipment Inspections-</b> the latest safety inspection has been carried out. Details of which have been circulated. There is a back log of work and the repairs Council requested last November have not yet been carried out. The Clerk received the costs for the repairs from the most recent inspection earlier today. It was resolved that these will be considered by the Recreation Committee and that an alternative company will be considered.</p>	Clerk
1803/13	<p><b>Defibrillator Update and Consideration of an application to the British Heart Foundation.</b> It was resolved that Cllr Freeman and the Clerk will work together on a funding application to the BHF. Cllr Freeman also reported that the Conservative Club are happy for a defibrillator to be installed there.</p>	Cllr Freeman and Clerk
1803/14	<p><b>Existing Highways/Fly Tipping and Street Lighting Issues.</b> Although the fallen signs on Airport Way and Gazelle Way have been reported it appears none have been replaced or removed. It was agreed to write to the County Council again highlighting the health and safety issues these broken signs present.</p>	Clerk
1803/15	<p><b>Street lamps Maintenance - update on quotes</b></p> <p>Council noted that the lamp on Dolphin Close has been mended (as reported by a resident) and the light on the path through the Borley Way play area has also been mended but with no involvement of the Parish Council. Balfour Beatty and K&amp;M Lighting Services are working on maintenance quotes. The third company approached have replied that the parish is out of their area. It was resolved these will be considered further by the Recreation Committee.</p>	
1803/16	<p><b>New Highways and Street Lighting</b></p> <p>Cllr MacInnes reported that he has reported on the SC website areas of road and path damage such as Marshalls Close.</p> <p>Cllr Amrani raised the question of whether the Parish Council can request grit bins for areas such as Tamarin Gardens that are not salted and get very icy. The County Councils position is not known and it was resolved to make further enquiries.</p>	Clerk
1803/17	<p><b>Finance</b></p> <p><b>No invoices have been sent.</b></p> <p><b>Payments</b> – A full payment schedule was circulated and payments of £4275.75 were agreed.</p>	
1803/18	<p><b>Balances and Bank Reconciliation.</b> A full bank reconciliation and details of balances held as at 28<sup>th</sup> February 2018 were presented.</p> <p>Donations from Budget Headings.</p>	

	<p>Reminders have been sent to the Conservative Club and the Church (for the Churchyard) for donations that have been allocated in the budget. A donation of £200 for the Bobby Scheme was agreed.</p> <p>Small Donation Allocation. There were fewer applications that in previous years and it was therefore resolved to support those charities that had approached the Council and to increase those donations as listed below.</p> <table border="1"> <thead> <tr> <th>Applicant</th> <th>Award 2017/2018</th> </tr> </thead> <tbody> <tr> <td>Riding for Disabled (Broadway Farm)</td> <td>£250</td> </tr> <tr> <td>EACH</td> <td>None</td> </tr> <tr> <td>Magpas (Air Ambulance)</td> <td>None</td> </tr> <tr> <td>Lunch Together</td> <td>None</td> </tr> <tr> <td>Cambridgeshire Lowland Search &amp; Rescue</td> <td>£200</td> </tr> <tr> <td>TOTAL</td> <td>£450</td> </tr> </tbody> </table> <p>This will leave £181.50 left in the Donations budget (Budget £750, allocated £450 plus £18.50 Poppy Wreath and additional £100 on top of separately budgeted £100 for Bobby Scheme)</p>	Applicant	Award 2017/2018	Riding for Disabled (Broadway Farm)	£250	EACH	None	Magpas (Air Ambulance)	None	Lunch Together	None	Cambridgeshire Lowland Search & Rescue	£200	TOTAL	£450	
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1803/19	<p><b>Policies and Parish Council Administrative Housekeeping</b></p> <p><b>Monthly Consideration of Parish Council Risk.</b> Council noted the GDPR new data protection will become law in May and there will be changes to consider to the Council's Data Protection Policy. The Clerk is attending a meeting regarding this in mid-March.</p>	Clerk														
1803/20	<p><b>Recreation and Environment Committee.</b> The next meeting has been scheduled for 19<sup>th</sup> March at 7.30pm.</p>															
1803/21	<p><b>Finance Committee.</b> The next meeting has been scheduled for April 23<sup>rd</sup>, 6.30pm. The minutes of the meeting held on February 19<sup>th</sup> have been circulated.</p>															
1803/22	<p><b>Policy Review and Staffing Committee.</b> The next meeting has been scheduled for June 18<sup>th</sup>, 7.30pm. The minutes from the meeting held on February 19<sup>th</sup> have been circulated.</p> <p>The Policies reviewed were</p> <ul style="list-style-type: none"> <li>Equal Opportunities</li> <li>Safe Guarding Children</li> <li>Public Access and Amenity Statement</li> <li>The Publication Scheme and List</li> <li>The Co-option Policy.</li> </ul> <p>These had all been circulated. Some concerns were raised over the Equal Opportunities Policy. A vote was held with 8 in favour of adopting the policy, 1 against and 1 abstention. It was agreed to adopt all the other policies listed.</p>															
1803/23	<p><b>Consultation Committee.</b> No meeting is scheduled at the present time.</p>															
1803/24	<p><b>Community Care / Lifeline Committee.</b> The next meeting has been scheduled for 19<sup>th</sup> March at 6.30pm.</p>															

1803/25	<p><b>Bus Group</b> –The next meeting is on 15<sup>th</sup> March.</p>	
	<p><b><u>Reports from Other Groups</u></b></p>	
1803/26	<p><b>Teversham C of E Primary School Governors</b> – there is a governors meeting next week.</p>	
1803/27	<p><b>Bewick Bridge Community Primary School</b> – no report was received.</p>	
1803/28	<p><b>Airport Consultative Committee</b> – there has been no recent meeting.</p>	
1803/29	<p><b>Neighbourhood Police Panel/Police Issues</b> – there were no issues to discuss.</p>	
1803/30	<p><b><u>Correspondence.</u></b> The following correspondence was noted.</p>	
	<p>The latest edition of The Clerk</p>	
	<p>Cambridge Building Society Savings statement</p>	
	<p>Cambridge Past Present and Future – thanks for support.</p>	
	<p><b><u>Planning.</u></b></p>	
1803/31	<p>S/0529/18/FL for 99, High Street, Teversham for Mr Oliver Carson for a aecnd storey extension to the rear of the property. To design a supporting structure for a dormer-type extension above the existing first storey extension. The ground floor extension roof will also be replaced. Addition of a porch to the front of the property. Internal alterations including removing load bearing wall downstairs, removing chimney breasts throughout moving various other walls, installing a bathroom upstairs, and moving the kitchen into the extension. Replacement of upstairs windows on the front and side of the house, and the downstairs bathroom windows. The Council raised no objections to this application.</p>	
1803/32	<p><b>Items to report</b></p>	
	<p>Cllr MacInnes reported that improvements have been made to the Hall Farm caravan park and as a thank you to the village the residents are organising a film club for older residents. He has also talked to the motorbike riders who ride up and down the High Street. There are still Estate Agent For Sale boards at the end of Pembroke Way.</p>	
	<p>Cllr Bramley reported that the school are working hard to try and get the parking issues resolved and have some ideas to gently encourage parents to park safely.</p>	
	<p>The Teversham Playgroup has a spruce up day on 17<sup>th</sup> March and would appreciate help. There are a number of major changes that will take place this year, with three of the five staff including the manager leaving at the same time.</p>	
	<p>.</p>	
	<p>Cllr Kelleway has sent out an email he received about Parish Council websites that might be worth considering and asked it the website could be a future standing agenda item.</p>	

**The Meeting closed at 9.15pm.**

Description	Cheque No	Amount	Sig 1	Sig 2
R Whitehouse – February Salary paid 28 <sup>th</sup> Feb	<b>BACS</b>	992.50		
M Parcell – February Salary paid 28 <sup>th</sup> Feb	<b>BACS</b>	242.74		
<b>Caroline Pittas-Goldsmith</b> – February Salary paid 28 <sup>th</sup> Feb	<b>BACS</b>	246.46		
<b>NEST pension payments (for Feb )</b>	<b>Direct Debit</b>	95.89		
<b>Hamill Landscapes – Feb Inv 000171</b>	<b>BACS</b>	1,366.00		
<b>Gregs Handyman Service</b>	<b>C302648</b>	205.00		
<b>Ladywell Accountancy Services</b>	<b>C302649</b>	256.00		
Cambridgeshire Bobby Scheme	<b>C302650</b>	200.00		
Broadway Farm RDA Group	<b>C302651</b>	250.00		
Cambridgeshire Lowland Search & Rescue	<b>C302652</b>	200.00		
<b>Clerk Expenses</b>	<b>C302653</b>	21.16		
Victoire Press	BACS	250.00		
*R Whitehouse – March Salary to be paid 28 <sup>th</sup> March		992.50		
*R Whitehouse – NEST pension March		79.76		
*M Parcell – March Salary to be paid 28 <sup>th</sup> March		242.74		
* <b>C Pittas-Goldsmith - March</b> Salary to be paid 28 <sup>th</sup> March		246.46		
<b>TOTAL (does not include payments marked *)</b>		<b>£4275.75</b>		

Council to note there have been no grant requests as yet from either from the Church or from the Conservative Club

February Bank Reconciliation			<b>66,199.70</b>
Beechwood Education	144.00		66,343.70
Feb expenditure		1734.40	64,609.30
NEST		130.85	64,478.45
Unpresented Cheque		25.20	64,453.25
Feb Salaries		<b>1481.70</b>	<b>62,971.55</b>
<b>Reserve Account</b>			<b>6015.59</b>
<b>Cambridge BS</b>			<b>68,746.50</b>
		Total	137,733.60