

Little Shelford Parish Council

Minutes of Parish Council Meeting Held on Monday 16th January 201 7

Present: David Martin (Chair), Andrew Hawthorn, David Jones(via Skype), Sarah Penn, David Munro,

Ken Turner, Richard Patterson, Brie Lury

Charles Nightingale (DCllr) Tony Orgee (CCllr) Brian Milnes (Sawston Cllr)

Parish Clerk: Penny Tanna

Members of the public: 3

1. Apologies received: Mary Palazzo
2. No declarations of interest were received.
3. Minutes of the meeting held on 21st November 2016 - **Agreed by all as a correct record and signed & dated by the Chair.**
4. Matters arising: None
5. County Councillors' Report: Cllr Orgee sent his report which was circulated prior to the meeting, a copy of which will be put on the village noticeboard.
 - In its spending plans for 2016-17, the Highways and Community Infrastructure Committee decided to reduce funding for winter gritting. However owing to a lack of proper consultation & public expressions of concern, the County Council have reinstated the previous gritting schedule.
 - The County Council had decided to turn off some street lighting in the middle of the night and to reduce the illumination levels of street lights earlier in the evening. This proved to be controversial, and they have decided to re-instate lighting overnight and to stop reducing the illumination levels.
 - The CC's General Purposes Committee meet next week to make a recommendation to the Full Council about setting the budget for the next financial year, and hence the level of council tax. TO expects proposals are likely to range between no increase at all to a total of 5%, that is a 2% council tax increase plus 3% for social services.
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6. South Cambridgeshire District Councillors' report:
 - Cllr Nightingale had nothing to report.
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7. Planning report: One application has been received
 - S/3524/16/FL - Whittlesford Rd – 2 storey side extension. Plans were passed with no comments
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 - Pre-application presentation regarding 42 High St
 - Shona Keene & James Snell (architect) outlined plans for the development of the plot. The plan is to demolish the existing house & replace with 2 large family houses (5-6 bedrooms) set back in the plot. They showed plans & sketches of the new development. Cllrs discussed

the plans, asking for some clarifications especially with regard to the post box & dog bin located on the front boundary. Clerk suggested they speak separately to the PC planning committee if they needed further feedback. Formal response to the plans will only be made on receipt of the planning application.

- **Cllr DM Thanked Shona for the helpful presentation. He welcomed the proactive consultation early in the development process.**
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- 8. Village Design Statement progress report
- The Draft executive statement is still at the editing stage. Collette & Neil have targeted the end of January.
- When the draft is complete, it will be circulated for discussion.
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- 9. Roads, Traffic and Police Report
- Minor Highway Improvement Fund application – Cllr RP is to attend Highways Agency in January regarding the application.
- Hauxton Road speed limit. Hauxton Council have been successful in their bid to change the speed limit on Hauxton Rd. The work was due to be carried out in December but has not happened.
- **Action: Clerk to ask HC when the work will be done.**
- Cllr AH asked about the recent incidents of DVDs posted through letterboxes. Residents were concerned they were a scam possibly loaded with malware. Sawston Cllr Milne said he was aware of the DVDs and on investigation they were in fact videos expounding Pro-creationist views. However it is always best to err on the side of caution & not install media of unknown provenance.
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- 10. Matters relating to the Pavilion, Wale Recreation Ground
- Update on track & entrance status.
- The gravel to cover the area just inside the gate has been ordered. No delivery date as yet.
- Pedestrian gate: A new pedestrian gate has been ordered & is due to be installed within the next 2 weeks.
- Cricket club container update. Cllr DJ is to meet with CC to discuss the relocation of the container to a place closer to the Pavilion.
- **Action: Clerk to seek advice from Planning Dept regarding the status & siting of the container.**
- It has been noted the Wale recreation wooden sign is looking tatty.
- **Action: Clerk to seek quotes for new sign or refurbishment**
- **Minute: In order to preserve and protect the Parish Councils rights over the Wale Recreation ground, foot access from Courtyards must be prevented for one day each year.**
- Cllr DJ confirmed this was complied with. He locked the access gate from Courtyards from midnight on Saturday 24th December 2016 until midnight on Sunday 25th December 2016 (Christmas Day).
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- 11. PC Coordination meetings with GS & Stapleford

- The Chair has received an invitation to meet quarterly with Great Shelford and Stapleford PCs. It will be beneficial in many ways – councils better informed, allowing a united approach to significant issues and an opportunity to share knowledge and resources.

- The first meeting will be on 15th February at GS Pavilion. **Action: DM or AH to attend and report back at the next PC meeting.**

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- 12. Allotment report

- Clerk reported several plots have become available. It has been noticed that some plot holders have planted trees which is not permitted.

- **Action: Clerk to advertise available plots & write to plot holders reminding them of the tree policy.**

- Request for sign banning dog fouling. One tenant has reported repeated dog fouling on the allotment path and around his plot. He asked if a sign could be put up.
- Clerk noted the sign would cost in the region of £10-£15. The possibility of a noticeboard was also discussed.

- **Action: Clerk to report dog fouling to SCDC Environment & Health Dept. Also to investigate the cost of a notice board and to purchase a suitable dog fouling sign.**

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- 13. Risk assessment update

- A draft of the risk assessment, circulated prior to meeting, was discussed. RP suggested in future attaching a full list of assets for clarity.

- Clerk highlighted the need for cllrs to include certain areas in their walks as part of the risk assessment process e.g. the children's playground & the river walk.

- Discussion followed as whether Bradmere Lane and Pond should be included as ownership is unclear and could possibly be in the public domain. BR asked if The Terrace was property of LS

- **Action: RP & PT to research ownership issues and amend the risk assessment form accordingly for approval the next meeting.**

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- 14. General Village matters

- Councillors walk report by AH & KT

Pavement repairs are needed outside 18 High St & 29 Beech Cl. – **Clerk to report to HA**

The hedge at 73 High St is obstructing pavement – **Clerk to write to owners.**

Brambles need to be cut back at the junction of Whittlesford Rd & High St. as they are obstructing the verge – **Clerk to get costings for clearance.**

It was suggested that the junction would be safer if the layout was altered removing the triangle to slow traffic.

Action: Cllr RP to investigate this option when visiting HA.

- Village volunteer force - LS Resident Bill Savin was concerned about the poor state of the village pavements, weeds in the road, overhanging foliage and verges. As the SCDC have

limited funds he suggested a volunteer force for keeping the paths clear and safe for pedestrians, similar to the litter pick held in previous years.

DM welcomed the initiative and suggested Bill be the coordinator.

DJ suggested launching the idea at the litter pick/meet the councillors event on 12th March

The clerk noted that the LSPC obligations with regard to Health & safety and insurance liability needed to be clarified beforehand.

- Post office relocation The GS Post Office is to close at the end of February and re-open at Kash Stores on 7th March.
- **Minute: LSPC applauds the efforts made in keeping such a valued facility in the village.**
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- BL received thanks from a resident with mobility issues for the repaired paving outside her house. BL noted the leaves on pavements are slippery and do not seem to have been cleared this year.

- **Action: Clerk to contact Street Cleaning Services.**

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- Private hire of Wale recreation ground

A LS resident asked to hire part of the Wale for a private children's party with Shetland Pony entertainment. Approval was given once insurance & licenses were checked, with the proviso temporary fences were erected to protect the horses & dogs and also that the grounds were left in the condition found. No charge was made but a request for a donation to the Playground Action Group was made. Clerk wanted to clarify what hiring policy was to be in the event of other requests.

Minute: Cllrs wish to encourage use of the grounds by local residents and it was decided to treat each request on a case by case basis.

15 . Accounts:

- Bank reconciliation to 31st December was circulated prior to the meeting by the clerk.
- Cllrs approved reconciliation
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- 2017/18 budget and setting of precept
- AH presented the budget report. In previous years careful management has led to small surpluses allowing the PC to support the Playground project. This year there will be no surplus and additional funds may be required from the general reserves.
- Two additional costs were predicted in the coming year
- a. The need for a full tree survey at a cost of approx.£ 750 plus additional tree work required on completion of the survey
- b. Further clearance of some of the verges overgrown with brambles.
- AH proposed a 1% increase in the precept, raising it from £28179 to £28460.79, an increase of approximately £1 per person.
- **Minute: Precept to be raised by 1% - AH proposed, RP seconded, passed unanimously**
- RP suggested in the interests of transparency and co-operation that information regarding the budget should be displayed at the 'Meet the councillors' event in March.

- **Action: PT/AH to provide budget information display at the meeting**
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- Possible donations for 2017/18 - clerk circulated a list of donations made in previous years. £500 is allocated in the current budget for donation purposes. *DJ declared an interest in SSYI.*

Minute: Cllrs agreed to 3 donations of £125 each to SSYI, The Twining Association and to AllSaints Church (for community magazine)

The Chair has received a request from the LS Bowls Club for financial support following heavy costs for new wiring and reseeding of the green. Cllrs requested more information regarding the Clubs membership and finances before making a decision. Due diligence is required before a decision regarding a loan or other financial assistance. DJ noted if the club closed the PC would be responsible for the building with the costs that would entail.

Minute: LSPC agreed in principal to support LSBC in some way but final decision to be made at March meeting when all background information is provided.

Action: Clerk to liaise with Ray Saich.

- To receive account balances and authorise payments in accordance with the RFOs report
- PT circulated the bank balances which have been reconciled to the cashbooks.
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Bank reconciliation at 31 December 2016		
Current account	21555.88	
Deposit account	34084.7	
Pavilion account	2019.42	
		57650
Less unpresented cheques	0	0
Uncleared receipts (allotment)	0	0
Net bank balances		57660

Payments to be presented for approval	
APC - Mole control	135.00
HMRC - paye Oct-Dec16	25.80
Clerks fees - Jan 17	439.28
Data Protection renewal	35.00
Jcobb - Gravel for Wale (on completion)	666.00
HCGM - New gate (on completion)	708.72
Total	£2,009.80

- **Resolved: the account balances were receive and payments list duly authorised for payment**
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- 16. Clerks correspondence
- Two of 2017 PC meeting dates need to be changed owing to venue clashed. New dates are 22nd May and 18th September. PT to circulate the new schedule to all.
- SCDC Parish Patch meeting re services for older people – 8.3.17 6-8pm Fulbourn. It was suggested that Penny Cartwright might find this beneficial. **Action: BL to contact her.**
- CCC energy strategy consultation until end of Jan – email to be circulated for individual responses.
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- 18. Any other business:
- Cllr DJ will be organising a Village litter pick followed by a social event in the Village hall to welcome new residents to Little Shelford and meet the councillors. Local clubs and associations to be invited and cllrs to attend.
- **Date: Sunday March 12th - Litter picking from 2pm to 4pm. Social event with refreshments from 5:30pm to 7:30pm.**
- Cllr AH noted the LSSRT are holding a Race Night on 4th February
- A new Shelford & Whittlesford Rail User Group is to be formed. The opening meeting is on 1st February, the venue likely to be Sawston Village College. Anyone interested in joining should contact Brian Milne on bm@ind-tech.com
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- The meeting ended 9:35pm
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Next Parish Council Meeting:

Monday 20th March 17

Signed _____

Chair, Little Shelford Parish Council

Date _____