

Little Shelford Parish Council

Minutes of Parish Council Meeting held on Monday 16th Sept. 2019

Present: Andrew Hawthorn (Chair), Sarah Penn, Brie Lury, David Martin, Peter Fane & Nick Sample (SCDC Cllrs), Parish Clerk: Penny Tanna. Members of the public: 1

1. Apologies

Received from Richard Patterson, Ken Turner, David Jones (Skype)

2. No Declaration of interests received

Public Session: None . Meeting resumed:

3. To resolve the Minutes

of the Parish meeting held on 15th July 2019 are an accurate record and be signed by the Chair
as such (minutes circulated prior to meeting).

Minute: Agreed by all as a correct record, signed & dated by the Chair

4. Matters arising:

Clerk still to action painting of entrance gates & source table for Wale Rec.

Cllr DJ is meeting Simon Scott to discuss 'Operation London Bridge' in more detail.

5. Resignation of Councillor BS & the need to recruit two councillors

The Chair reported with regret that Bridget Sumsion has resigned from office, creating a second casual vacancy. He thanked Bridget for all her efforts on behalf of the Parish Council and community, it has been greatly appreciated. The clerk has posted the Notice of Vacancy. If no election is requested by 30th September, the PC are free to co-opt councillors. AH requested cllrs seek candidates.

6. Presentation by Mark Deas, Cambridgeshire ACRE – Housing Needs Survey

ACRE Cambridgeshire is an independent charity & rural community council with the aim to support rural communities. Following anecdotal evidence of a lack of suitable housing in the village for residents, Cllr AH attended a Cambridgeshire ACRE event and subsequently invited Mark Deas to the meeting to discuss Housing Needs Surveys.

MD started by explaining that for rural communities such as LS, an infill only village, new housing

schemes are often limited to Rural Exception Sites. Local Plan rural exception policies require

evidence that there is need for affordable housing within the community. A Housing Needs Survey

(HNS) can provide the necessary evidence. The survey involves sending a postal questionnaire to

every residential address in the parish. There is usually a response rate of about 25-30%.

The findings are then integrated with the Housing Register data to provide a more comprehensive understanding of local need. Acre then gives an estimate of the number of houses required to meet Parish housing needs. If a significant housing need is ascertained then a search can be made for suitable sites acceptable to the Planning Dept.

He noted the surveys are free to the Parish Council as they are usually sponsored by one of a number of Housing Association partners. South Cambs DC can allocate a HA. The PC is not obligated to the Housing Association in any way.

Discussion followed about how sites were typically found, self-build options and how to ensure any housing remains affordable and available to those with local links only in the long term.

The Chair thanked Mark Deas for his input. After some discussion it was agreed to proceed with the HNS. It was agreed a covering letter from the Parish Council is to accompany the survey. The letter will make the purpose of the HNS very clear to the community.

Minute: Members agreed to proceed with the Housing Needs Survey. Cllr AH to approach South Cambs DC to begin the process. A draft of the proposed accompanying letter is to be circulated to all members for agreement prior to any the survey being conducted.

7. County Councillors' Report:

Cllrs absent – No report received.

8. South Cambridgeshire District Councillors' report:

Cllrs NS/PF circulated their report prior to the meeting. This will be posted on the notice board.

SCDC has to annually ask people for their updated household details. They are urging people to pre-emptively respond online to this, so they don't have to send out a paper letter. It can be done online here [household response update](#).

Zero Carbon Grant - SCDC has a new grant with £91,000 available for community groups to bid into. Grants are between £1,000 and £5,000 per group. SCDC could increase the grant for larger schemes if it met investment criteria.

Cllr PF noted that due to staff shortages, the Planning Dept has not been dealing with cases in a timely manner. They have since contracted a firm to deal with the initial processes of planning applications.

Cllr NS noted with Autumn imminent, street sweepers will be deployed shortly. The clerk reported that the Street cleaning department had not responded to several email requests sent over the last few months. NS requested she send the requests to him for action.

9. Accounts: (documents circulated prior to meeting)

a) To receive account balances and authorise payments in accordance with the RFOs report

Bank reconciliation for Q1	
Total	£37,072.76
Income in Q1	£15,906.91
Expenditure in Q1	-£6,769.33
Total	£46,210.34

Cash balances	£47,405.51
Outstanding cheques at end Q1	-£1,195.17
Net	£46,210.34

Payments to be presented for approval	Amount
6x Bus stop signs (ES)	£150.00
PKF Littlejohn - annual return	£480.00
M.M. - village maintenance	£440.00
HCMG - grass cutting	£102.00
Clerk fees - Jul/Aug/Sep	£1,510.72
HMRC - Q2 paye	£13.40
Shelford Tree service (tree in river)	£900.00
PT Exp. Skip/Tree & Budget training	£350.00
Total for approval	£3,946.12
Expenditure made prior to approval	Amount
N.O. - Barrier installation	£156.00
Barriers Direct	£1,057.45
HCMG - grass cutting	£204.00

M.M. - village maintenance	£ 240.00
HMRC - Q4 paye	£13.20
<i>CCC LHI mobile sign cost</i>	£497.55
Clerk fees - June	£503.64
Clerk expenses - cement/paint	£78.45
HCMG - grass cutting	£102.00
Algar signcraft (gate sign)	£ 90.00
Total prior to approval	£2,942.29

Resolved: the account balances were receive and payments list duly authorised for payment

b) Bank reconciliation to 30th June and budget update

The clerk circulated latest budget analysis for approval. There were no issues of concern.

c) Decision on renewal of PC general insurance policy and Pavilion building insurance policy

PT circulated renewal quotes prior to the meeting. The Pavilion Building insurance sum insured has been increased by 3% to reflect the Rebuilding Cost Index and the Retail Price Index. The renewal premium has subsequently increased. The new shed has been added to the policy

Minute: Cllrs agreed to remain with existing provider for the Pavilion Building Insurance. They instructed the clerk to compare the alternative providers' General Policy in detail and place the policy accordingly with a maximum value of £555.

d) Decision on energy supplier for Street lighting.

Clerk has obtained the MPAN numbers and obtained pricing based on the estimated annual consumption provided by UK Power from 7 suppliers. After discussion it was agreed to go with larger company that also supplies the phone box power.

Minute: Cllrs agree to place 12 month contract with the supplier SSE.

10. Matters relating to the Pavilion, Wale Recreation Ground

a) Review of options for reducing rabbit numbers.

The Clerk reported that options on the Wale grounds are limited as gas & poison are not possible close to the river or to members of the public and dogs.

A local ferret man has agreed to have a look & give his recommendation. Action: The clerk will seek quotes for trapping and rabbit fencing to bring to the next meeting.

A letter has been sent to occupiers of a neighbouring property requesting they attend to the rabbits on their property that are invading the Wale.

b) Provision of skip for removal of ground clearance debris.

Approval for the skip hire was obtained from cllrs by email, as the skip was needed at short notice to coincide with Fun Weekend. It was hired at a cost of £175 to remove debris collected by MM. It was noted that a large amount of debris remained. SP proposed hire of another skip to clear it.

Minute: Clerk to book a second skip at a cost of £175

DJ suggested there was a need to increase the budget for maintenance of the Wale grounds. This should be planned for along with a sinking fund. AH proposed setting up a working group with the Pavilion Trust. It needs to be in place for the setting of the next budget which will begin at the next meeting. **Action: DJ/AH to liaise with the LSSRT.**

c) Update on storage shed for the Pavilion.

DJ reported the shed has been delivered and is awaiting construction. He was grateful to the Entertainments Committee, the Cricket Club and Pavilion trust for funding it.

d) Request for additional bin on Wale Grounds.

Villagers have again asked for another bin on the rec. The clerk has not had a response from the Street cleaning dept. Cllr NS to action this for the PC.

e) Approval of new playground inspection contract.

The new playground has a lot more equipment which has increased the cost of inspection: Quotes received from Playsafety (Rospa), Playforce & REJB (installing contractor).

After discussion Cllrs preferred an independent inspection rather than a supplier

Minute: Cllrs approved contracting Playsafety (Rospa) to carry out the inspection.

11. General Village Matters

a) Councillors walk report.

Postponed to next meeting. AH & DM volunteered for next walk.

BL has received complaints regarding weeds in gutters and overgrown brambles.

b) Tree requiring action

LSSRT has notified the PC of a Dead Sycamore tree close to the Pavilion and the Highway. STS has quoted £450 to remove sycamore & dead elm – leaving logs stacked for locals.

Minute: Members approve removal of the tree at cost of £450

AH reported another dead tree poses a risk to the Pavilion & the highway. It is a large horse

chestnut tree in the garden of 10 The Courtyards. The clerk has written to them.

c) Fallen tree by river.

The Environment Agency have said the tree is the land owners responsibility ie the Parish Councils. Following cllr approval via email, for safety reasons the clerk arranged the removal of the tree at a cost of £900. Heavy ivy on neighbouring trees has also been cut.

She noted the river bank is showing signs of erosion. DJ will include this in the Wale working party's remit. Clerk to ask Gt Shelford PC about similar work they have carried out.

The felled tree has exposed the very large tree with a significant cavity which is now no longer sheltered increasing the risk of failure. **Clerk recommends an arborist examines the tree again in the near future.**

d) Long term tree planting strategy to sustain tree stocks.

The Wale has a large number of mature trees which will come to end of life at similar times, impacting on the Wales rural vistas. Planning the continuation of tree stocks & canopy for future generations should be considered.

Clerk suggested attending SCDC Tree Team's talk on Canopy Cover on 1st October.

e) Bradmere Lane

BL is overgrown with nettles & ivy. Volunteers to be sought in February when the growth has died down.

12. Roads, Traffic and Police Report

AH reported that equipment has been stolen from private land by Bradmere Lane. A height barrier or remote cameras on the lane were discussed but their effectiveness would be limited.

a) Public consultation launch | Cambridge South East Transport project.

Consultation opens on a new public transport route between the A11 and the Cambridge Biomedical Campus via Sawston, Stapleford and Great Shelford. The proposed route, across green belt land, would link the villages with bus stops located at the edge of the settlements. Consultation is open to the public and closes on 4th November.

Action: Cllr KT to respond to the consultation on behalf of the Parish Council.

b) Whittlesford Rd weeds in pavement & gutters.

Clerk to notify Street cleaning again and cc to Cllr NS. DM reported that the Local Highways Officer has confirmed that surface treatments to Church St & High St are scheduled for 2020-21. The LHO will look at the Church St/Bridge Lane junction to see if the road markings can be renewed. DM noted the some potholes in the village are very deep and should be repaired before the scheduled works. They have been registered on the Report it site. He will raise the matter with the Cambridge County cllrs when they next attend.

13. Allotment Report

a) Discussion regarding neglected plots & vacant plots.

There have been several complaints about neglected plots this year and demands the PC clear & maintain them. PT noted, with only 2 vacant plots, it is the tenants neglecting plots in the most part. Whilst these tenancies could be removed, it would still leave neglected plots. The cost of clearing a plot is around £120.

As the income for the year varies from £550-£650 and existing costs are £170 pa., the PC is limited in what it can achieve.

Action: Cllr DJ will review the tenancy documents and submit proposals to the next meeting. DM will include the treatment of the allotments within the Blennies Patch project.

b) A consultation on future uses for Blennies Patch

The consultation was held at the Fun Weekend. DM reported a high level of engagement with 30 suggestions noted and 60 conversations with interested residents. The most popular suggestion was for a community wood or orchard. He proposed holding a public meeting for those interested in taking the project on.

Action: DM to arrange meeting.

14. Planning Report

BL reported the application for demolition & new dwelling at 29 Church St has been withdrawn. She thanked those that attended the site meeting with the Planning Dept for their input.

Recent applications:

- a) S/2122/19/FL – Former Spicers site

- b) S/2150/19/LB – 82 High St – Listed building - Removal of walls, rehangng of doors, new internal walls
- c) S/4329/18/OL – Welcome Genome Campus - Outline mixed development plan with further information
- d) S/2551/19/PO – 1-8 Moor Close – Metropolitan Housing Trust seek to change Planning Obligation to charge properties to fullest MVST value
- e) S/2230/19/FL – 29 Church St - Application withdrawn
- f) S/2880/19/TC – Manor House, Manor Rd – Lift crown & prune Lime trees
- g) S/3027/19/TC – 34 High St – Trim/prune back Yews, Lylandii & Fig trees
- h) S/2743/19/TC – 40 High St – Reduce Horse Chestnut crown by 2m
- i) S/3179/19/TC – 29 Church St – Reduce Pine tree height by 3m
- j) S/3156/19/TC – 27 Church St - Horse chestnut - reduce central trunk by 4metres as it is dead and rotten

15. Status of Village Design Guide

Feedback has been received from the Planning Dept and rewrites are being undertaken.

16. Clerks correspondence

None

17. Any Other Business for next agenda

All Saints Church are holding a special Commemorative Evensong with the choir of St Catharine's College Cambridge on 24th November

The Parish Council members thanked Ian Beaton and his team for a highly enjoyable and successful Fun Weekend.

AH & the clerk will present draft Standing Orders at the next meeting for consideration

The meeting ended 10:00pm

Next Parish Council Meeting: Monday 18th November 2019

Signed _____

Date

Chair, Little Shelford Parish Council