

Teversham Parish Council

Minutes of Annual statutory Meeting and Minutes of a Parish Council Meeting held Monday 10th May 2010, held at Cherry Hinton Community Junior School

Present:	Chair	Simon Martin	Vice Chair	Ian Oxford
	Councillors	James Dolan	Denise Kelleway	Michael Nicholson
		Ros Thulborn	Nick Tucker	Lup Yau

District Councillor Amrani Attended. Councillor Denise Kelleway arrived at 8.30pm (item 939).

Declarations of Interest

Councillors Kelleway and Yau declared a Prejudicial interest item 956. xiv.

908. Open Forum

There were no questions.

909. Apologies

Apologies were accepted from Councillors Dave Kelleway, Freeman and County Councillor Clarke

910. Minutes

The Minutes of the Annual Statutory Meeting held on 11th May 2009 were agreed and signed by the Chairman.

911. Election of Chair

Councillor Simon Martin was proposed by Councillor Oxford, seconded by Councillor Thulborn and elected unanimously.

912. Election of Vice Chair

Councillor Ian Oxford was proposed by Councillor Dolan, seconded by Councillor Thulborn and elected unanimously.

The following were elected unanimously to serve on Council Committees:

913. **Planning Committee:** Councillors Dolan, Freeman (in her absence), Martin, Nicholson, Oxford and Tucker.

914. **Finance Committee:** Councillors Dave Kelleway (in his absence), Denise Kelleway (in her absence), Martin, Nicholson and Thulborn.

915. **Recreation and Environment Committee:** Councillors Dave Kelleway (in his absence), Denise Kelleway (in her absence), Martin, Oxford, Tucker and Yau.

916. **Community Care:** Councillors Dave Kelleway (in his absence), Denise Kelleway (in her absence), Martin, Thulborn and Yau.

917. Newsletter

It was unanimously agreed the Clerk would continue to prepare the quarterly Teversham News.

The following were unanimously elected to serve as Council Representatives for the following:

918. **Teversham School** - Councillor Martin

919. **Lady Joan Jermy Eleemosynary Charity** - Councillor Martin

920. **Cambridge Airport Consultative Committee** - Councillor Tucker

921. **Parish Archaeological Warden** - Councillors Martin and Oxford

922. **Tree Warden** - Councillor Dave Kelleway (in his absence)

923. **RAVE** - Councillors Martin and Oxford

924. Register of Declaration of Interests

The Chair reminded Councillors of their responsibility to complete the Declaration of Interests and to amend them when appropriate and that this could be done at any time.

925. Appointment of Responsible Financial Officer (RFO)

It was unanimously agreed to appoint the Clerk as Responsible Financial Officer.

926. Appointment of Internal Auditor

It was unanimously agreed to appoint Michael Williamson to carry out the Internal Audit for the year end 31st March 2011.

927. Review of Banking Arrangements

It was unanimously agreed to maintain a Current Account and Deposit Account with Unity Trust Bank and to maintain a National Savings Investment Account. There were no amendments to the signatories for these accounts. Signatories are any two Councillors Martin, David Kelleway, Oxford and Thulborn.

928. Review of Standing Orders & Chairmanship

Following the purchase of new Model Standing Orders, Councillors unanimously agreed to delegate the Finance Committee with the task of reviewing and recommending any amendments/updates necessary for approval of the Parish Council by the September 2010 meeting of the Parish Council.

929. There was no other business.

The meeting closed at 7.45pm

The Chairman then opened the Parish Council meeting.

930. Minutes

The minutes of the meeting held on 29th March 2010 were agreed and signed by the Chairman.

931. Co-option

No applications have been received.

932. Report from County Councillor Nick Clarke

In Councillor Clarke's absence there was no report.

933. Report from South Cambridgeshire District Councillor Amrani

District Councillor Amrani gave a brief report about meetings recently attended and questions asked a full council. She also gave the Parish Council a verbal report following her meeting with Anita Goddard regarding the land maintenance of Teversham Foxgloves. Councillor Martin thanked District Councillor Amrani for her work and her input chasing the Police following the recent vandalism at All Saints Church.

934. Litter Picker Vacancy

Councillors noted that two responses have been received and Councillors Martin and Oxford agreed to arrange a date for interview outside of the meeting.

935. Ground Maintenance 2010 - South Cambridgeshire District Council

Councillors discussed the issue at length and Councillor Martin outlined the offer from South Cambridgeshire District Council for the Parish Council to take over the annual grant of £6,419 and manage the grass cutting. The Clerk confirmed that previous quotes from City Services came in at around £5,500 extra for Teversham Foxgloves to be included and when setting the budget a 'buffer' of around £2,000 had been built in. The Parish Council unanimously agreed for the Clerk to write to Anita Goddard to confirm that the Parish Council will manage the grass cutting, until end of March 2011 for the sum of £6,419. A meeting would be arranged for October 2010 to review the arrangements and make plans for 2012.

936. Grit Bins

Councillors noted that the County Council have received the Grit bins and installation will be arranged shortly.

937. Lady Jermy Way

Councillors noted that the new stile has been installed.

938. Recommendations following Meeting of Finance Committee on 20th April 2010

Councillors noted receipt of a copy of the draft minutes of the meeting held on 20th April 2010 and reviewed the following recommendations:

939. Annual Return 31st March 2010

Councillors reviewed the year end figures (Receipts and Payments) and discussed the report submitted following the Internal Audit by Michael Williamson on 4th May 2010. Councillors unanimously agreed for the Chairman and the RFO to sign Part one of the Annual Return. Councillors then reviewed the questions asked under Section 2 and agreed to answer YES and for the Chairman and the RFO to sign. Councillors thanked the Clerk for her work.

940. Risk Assessment

The Clerk circulated several copies of 'model' Risk Assessments, and Councillors agreed that although Teversham Parish Council do consider their risks, a formal document needs to be originated. It was therefore agreed to form a working party to carry out this task. Councillors Martin, Oxford, Denise Kelleway, Thulborn and the Clerk agreed to arrange a meeting to address this issue.

941. Budget 2010/2011

Councillors reviewed the Budget for the current year 2010/2011 and agreed to the recommendation made by the Finance Committee to Increase Admin and Clerk headings by £500 each, reducing the General Reserves held by the Parish Council from £29,000 to £28,000.

942. Equipment Request at Ferndale

Councillors discussed the request from two residents of Ferndale for new play equipment for the under 5's. It was agreed that the Clerk should investigate the options open to the Parish Council to facilitate this request as the land is owned and managed by South Cambridgeshire District Council.

943. Parish Council Insurance

Councillors noted receipt of the renewal from Allianz for £2020.72. The Clerk presented the quotation received from Suffolk ACRE for £1141.86. Councillors agreed that the quotation for Suffolk ACRE is very attractive. Councillors agreed to authorise the Clerk to confirm that if the Suffolk ACRE policy gives like for like cover and we are within time constraints of Allianz policy to change if appropriate. The renewal date is 1st June 2010.

944. Production of Parish Plan

Councillors considered the offer made by Cambridgeshire ACRE to produce a Parish Plan. Councillors agreed to invite Nancy Davies to a future meeting in order to establish the benefits and work involved.

945. Annual Parish Meeting

The format of the meeting on 17th May 2010 was discussed and no changes made to the current format.

946. Lady Joan Jermy Eleemosynary Charity

Councillor Martin gave an interesting report of the current status of the charity. The Parish Council agreed that the Clerk would write to the trustees to establish if it is possible to encourage payments into the charity in order to make it more effective and continue the wishes of the original benefactor.

947. BT Phone Box

Councillors noted that the Parish Council is now legally responsible for the kiosk at Junc Fulbourn Road/Ferndale.

948. Highways

Councillors noted the current outstanding issues. No new ones were reported.

949. Receipts

Councillors noted receipt of the first half of the Precept from SCDC of £27,200.00.

950. Payments

Councillors authorised the following payments:

Description	Cheque No	Amount
Mr M Parcell (cheque issued 4th May 2010)	30153	127.56
Mr M Pittas (cheque issued 4th May 2010)	30154	163.40
Mrs K Quiggin - Salary (cheque issued 4th May 2010)	30155	618.71
Mrs K Quiggin - April Expenses (cheque issued 4th May 2010)	30155	73.56
SLCC - Clerks CPD Training Course	30156	188.00
SCDC - Lifeline	30157	51.74
SCDC - Lifeline	30157	51.74
CPALC - Membership 2010-2011	30158	622.44
M G Grab Hire - chippings at Car Park, High Street	30159	513.47
Local Council Review - 1 copy annual subscription	30160	13.50
SCDC - Annual Lifeline subscriptions x 4 (amount to be confirmed)	30161	782.47
Cambridge City Council - Lifeline (end of hire period)	30162	59.85
Cherry Hinton Community Junior School - Room Hire May 2010 - January 2011	30163	110.00
Victoire Press - Spring edition of Teversham News	30164	100.00
Steelway Fensecure - Additional Stile at LJW	30165	540.50
Cambridge City Council - Lifeline Mr Kavenagh	30166	30.45
Teversham Youth Group - Annual Donation	30167	1,500.00
TOTAL Payments		5547.39

951. VAT

Councillors noted that the VAT return for period ending 31st March 2010 has been submitted. Total reclaimed £2,756.98.

952. S/0280/10/LDC Certificate of Lawfulness of part dwelling & double garage for existing use a Tree Surgery Business 71b High Street, Teversham for Mr & Mrs Cole

Councillors noted that SCDC have granted a Certificate of Lawfulness.

953. S/0378/10/F Extension

Mr Cooke, 5 Pembroke Way, Teversham

Councillors noted that the Planning Committee carried out an site inspection on 7th April 2010 and agreed to recommend approval. SCDC have granted permission for the extension dated 21st April 2010.

954. S/0364/10/F Cherry Hinton Community Junior School

7 bay modular building and fenced play area.

Councillors agreed to recommend approval.

955. S/0882/09/LB Marshall of Cambridge (Holdings) Ltd

Alter partitions and re-arrange toilets and archive room at The Control Building, Cambridge Airport, Newmarket Road, Teversham

Councillors agreed to make no recommendation.

956. Correspondence

Councillors noted receipt of the following correspondence

- i. Letters of thanks received from both Mr Buttress on behalf of All Saints Church and Victim Support for the donations made by the Parish Council.
- ii. Cambridgeshire County Council - PP3 Rights of Way
- iii. SCDC - Cambridge City Council - Strategic Flood Risk Assessment - reply sent 22/4/10.
- iv. SCDC and Parish Councils Liaison Meeting - Notes from meeting held 23rd March 2010.
- v. Linton Neighbourhood Panel - Update for Parishes.
- vi. Cambridgeshire Older People's Newsletter
- vii. Cambridge Past, Present and Future - The Ring - Winter/Spring 2010
- viii. NHS Cambridgeshire Community Services - Keeping in Touch
- ix. COPE - April 2010 edition
- x. COPE - May 2010 edition
- xi. Countryside Voice - CPRE magazine Spring 2010.
- xii. Letter from Mr Pettit to confirm that he raised a total of £217.63 for Association for Spina Bifida and Hydrocephalus (receipt dated 15th April 2010).
- xiii. BVC News - Glossy magazine from Bottisham Village College, along with a notice to be posted in notice boards.
- xiv. Teversham Colts have written to ask for a donation towards food for their end of season BBQ. Councillors agreed that as this request was received after the origination of the Agenda, a decision would be deferred until the June meeting of the Parish Council.
- xv. COPE - May 2010 edition

- xvi. Wilbraham River Protection Society - 12th Annual General Meeting
- xvii. The Connections Bus Project - Teversham Termly Report. Reports from Parish Council Committees

957. Finance Committee

A date for the next meeting will be set outside of this meeting as Councillor Dave Kelleway is absent.

958. Community Care/Lifeline

Councillors noted that the next meeting is scheduled for 6pm 24th May 2010.

959. Recreation and Environment

Councillors noted that the next meeting is scheduled for 7pm 24th May 2010.

960. Newsletter

Councillors noted that the Spring edition of the Teversham News is complete. Cut off the the Summer edition is 13th August 2010.

961. Teversham C of E Primary School Governors

Copies of latest minutes have been received.

962. Airport Consultative Committee

Next meeting is scheduled for 19th May 2010.

963. Lunch and Bowls Club

Councillor Thulborn gave an interesting report.

964. Youth Group

There was no report.

965. Neighbourhood Police

Councillors noted that the next panel meeting is scheduled for Tuesday 22nd June 2010 at 7.30pm at Fulbourn Centre, Home End, Fulbourn.

966. Items to Report

There were no items to report.

The meeting closed at 9.50pm

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