

Teversham Parish Council
Minutes of the Annual Statutory Meeting and Minutes of a Parish Council meeting held on
Monday 14th May 2012 at Bewick Bridge Primary School at 7.30pm

Present:	Chair	Dave Kelleway	Vice Chair	Ian Oxford
	Councillors	Frances Amrani	Liz Freeman	Denise Kelleway
		Kevin McIntyre	Simon Martin	Michael Nicholson
		Lup Yau		

District Councillor Hunt attended from 7.20pm and left after item 15. Councillor Yau arrived at 7.40pm. PCSO John Coppard attended and left after Item 16. The Clerk attended and took the minutes.

1. Election of Chair

Councillor Dave Kelleway was proposed by Councillor Martin and Seconded by Councillor McIntyre and elected unanimously.

2. Apologies

Apologies were accepted from Councillor Dolan. Councillor Tucker did not attend.

3. Election of Vice Chair

Councillor Oxford was proposed by Councillor Denise Kelleway and Seconded by Councillor Martin and elected unanimously.

4. Minutes

The minutes of the meeting held 26th March 2012 were agreed and signed by the Chair.

5. Public Forum

There were no questions.

6. Election of Committees

The following were elected unanimously to serve on Council Committees:

I. Planning Committee Councillors Oxford, Freeman, Martin, McIntyre and Nicholson.

II. Finance Committee Councillors Kelleway, Denise Kelleway, Martin, Nicholson and the Clerk (ex officio)

III. Recreation and Environment Committee Councillors Yau, Amrani, Freeman, Kelleway, Denise Kelleway and Oxford.

IV. Community Care Committee Councillors McIntyre, Freeman, Kelleway and Denise Kelleway.

V. Policy Review Committee Councillors Oxford, McIntyre, Dave Kelleway and Amrani

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

7. Election of Council Representatives

I. Teversham Primary School Councillor Martin

II. Lady Joan Jermy Charity Councillor McIntyre

III. Cambridge Airport Consultative Committee Councillor Amrani

IV. Parish Archaeological Warden Councillor Oxford

V. Tree Warden Councillor Dave Kelleway

8. Register of Interests

Councillors were reminded to keep these up to date. The Clerk will bring file copies to the next full Parish Council meeting on 11th June 2012.

9. Appointment of Responsible Financial Officer (RFO)

The Clerk was unanimously re-elected as the Responsible Financial Officer.

10. Appointment of Internal Auditor

Mr M Williamson was unanimously re-appointed to carry out the Internal Audit.

11. Review of Banking Arrangements

It was **RESOLVED** to make no changes to the banking arrangements and make no amendments to the signatories to these accounts. Teversham Parish Council holds a Current Account and Reserve Savings Account with Unity Trust and a Savings account with Cambridge Building Society. Signatories for these accounts are: Dave Kelleway, Simon Martin, Ian Oxford and Lup Yau.

12. Review of Standing Orders and Chairmanship

It was **RESOLVED** to delegate the Policy Review Committee to review the current documentation and make any recommendations to the Parish Council. This will be done at the next meeting of the Policy Review Committee on 25th June 2012 at 7.30pm.

13. Review of Risk Management Document

It was **RESOLVED** to delegate the Policy Review Committee to review the current documentation and make any recommendations to the Parish Council. This will be done at the next meeting of the Policy Review Committee on 25th June 2012 at 7.30pm.

14. Report from PCSO John Coppard

PCSO gave Councillors the opportunity to ask any questions following receipt of his report circulated shortly after the Annual Parish Meeting on 30th April 2012. He also confirmed that two young people responsible for vandalising swing seats at Teversham Foxgloves are to spend 2hours each picking up litter around the Teversham Foxgloves area. Other issues discussed included the launch of Ecops 2, the damage to the metal fence at Teversham Foxgloves, the re-occurrence of cruelty to hedgehogs and an increase in theft from motor vehicles.

The Chairman thanked PCSO Coppard for attending the meeting.

15. Report from County Councillor

In his absence, there was no report from County Councillor Clarke.

Action

<p>16. Report from District Councillor District Councillor Hunt reported on the launch of the plan to elect a Youth District Council of 20 members aged between 13yrs to 18yrs. District Councillor Hunt encouraged Councillors to think of someone from Teversham who might be interested in finding out more. There were no further questions.</p> <p>District Councillor Hunt and PCSO John Coppard left the meeting.</p>	
<p>17. Clerks Report The Clerk circulated a written report. There were no questions.</p>	
<p>18. Standards Committee – Changes to Code of Conduct Councillor Martin gave a brief verbal report and confirmed that any changes to the current code have been moved back until the Summer. Councillors agreed to wait for formal guidance from NALC and CAPALC.</p>	
<p>19. Proposed Village Hall/Sports Provision A short discussion took place and it was estimated that to date around 130 questionnaires have been returned. Councillor Martin is collating the data and this will be analysed in depth by the Village Plan Working Party on <u>Monday 21st May 2012 at 7pm.</u></p>	SM/VPWP
<p>20. Cuts to Bus Service Councillors Amrani and McIntyre attended a meeting of the Fulbourn Forum on Wednesday 9th May and confirmed that they had been able to speak with Daniel Clarke from the County Council to ensure he is aware of the issues faced by Teversham. Councillor Freeman carried out a survey of users of the current service towards Newmarket. Councillor Freeman agreed to carry out a further survey of users heading towards the City.</p>	FA/KM/LF
<p>21. Annual Return It was RESOLVED that the Chairman and Clerk sign Sections 1 and 2 of the Annual Return for the year ended 31st March 2012. Unfortunately, the Internal Report from Mr Williamson did not arrive in time to circulate at the meeting. The Clerk will forward to members of the Finance Committee on receipt.</p>	DK/Clerk
<p>22. Renewal of Parish Council Insurance Insurance renewal is due 1st June 2012. A renewal schedule has been received from AON, and quotes have also been received from Came & Co and Zurich. It was RESOLVED that the Clerk should go back to AON to give them the opportunity to reduce their quote and carry out a comprehensive comparison of cover. As the renewal is due on 1st June (before the next Parish Council Meeting), it was agreed that once the Clerk has completed the comparison a report will be submitted to the Chairman and Vice Chairman to agree who to award the policy to, based on who offers the best value for money.</p>	Clerk/DK/IO
<p>23. Village Arts Project Councillor Amrani is in the process of arranging a meeting with Andy O’Hanlon at South Cambridgeshire District Council.</p>	FA

24. Recommendations from the Finance Committee

Councillor noted receipt of the draft minutes of the Finance Committee meeting held on Monday 23rd April 2012 and an up to date copy of the Budget for 2012/2013. It was **RESOLVED** to endorse the recommendation that the Parish Council review the Risk Management Policy annually at the same time as the Standing Orders and Financial Regulations.

25. Proposed Parking Restrictions Church Road, Teversham and High Street, Teversham

Councillor noted that David Lines has confirmed that the proposed restrictions have been approved as advertised. The Clerk has arranged a meeting to discuss Mr Wakeling's issues at 10.30am on 29th May 2012 at 63 High Street.

Clerk

26. Street Lighting Briefing

Councillor McIntyre and the Clerk agreed to attend the special briefing on Wednesday 20th June from 7pm to 8.30pm at Comberton Leisure Conference Hall, Comberton.

KM/Clerk

27. Community Chest (for information)

Councillors noted that the application made by the Parish Council for a grant towards the new bus shelter at Cherry Hinton Road was successful. Teversham Parish Council have been awarded £1,000 towards the cost of the project.

28. Highways

Councillors noted that the Clerk has been verbally informed that the bid for the re-surfacing of the footpath both sides of the High Street has been approved. Work will commence in a few weeks time. The white lines at the junction of Church Road/Airport Way will also be re-freshed. No news has been received about the Minor Highways Improvement application. Issues were reported with the footpath outside No 11 Sheppard Way (SCDC issue), Footpath in Mandrill Close – DK to confirm location. The double lamp at the play area in LJW is not working and concerns were raised about visibility issues in Sheppard Way caused by a safety barrier erected whilst works are carried out on a street lamp. Clerk to address these issues.

Clerk/DK

Finance

29. Receipts

Councillors noted the following receipts:

12 th April 2012	SCDC – first half Precept	£34,500.00
16 th April 2012	SCDC – Lighting Refund	£ 90.23
27 th April 2012	HM Revenue and Customs	£ <u>3,805.86</u>
	TOTAL	£38,396.09

30. Payments

It was **RESOLVED** to authorise the following payments:

Description	Cheque No	Amount *Estimated
M Pittas – April 2012 salary (paid 9/5/12)	BACS	153.22
J Cowie – April 2012 salary (paid 9/5/12)	BACS	70.90
K Quiggin – April 2012 salary and expenses (paid 9/5/12)	BACS	831.17
M Parcell – April 2012 salary	AH301810	137.68
Camguard Fire & Security – Battery	AH301811	33.60
Camguard Fire & Security – Annual Service	AH301811	79.20
SCDC Mr S – Lifeline annual charge 01.04.12 – 31.03.13	AH301812	201.04
SCDC Mrs H – Lifeline annual charge 01.04.12 – 31.03.13	AH301812	217.36
SCDC Mrs G – Lifeline annual charge 01.04.12 – 31.03.13	AH301812	217.36
SCDC Mrs Gi – Lifeline annual charge 01.04.12 – 31.03.13	AH301812	217.36
LCR – Magazine – one subscription	AH301813	15.50
CGM Invoice 2829 – April 2012 Grass Cutting	AH301814	423.43
Victoire Invoice 99832 – Spring 2012 Newsletter	AH301815	75.00
Victoire Invoice 99831 – Questionnaire	AH301815	618.00
CAPALC – Annual Membership	AH301816	698.47
SCDC Quarterly Lifeline charge Invoice 186625	AH301817	54.34
Cambridge City Council Lifeline Invoice 3024412	AH301818	47.78
Age UK – Contribution to Warden Scheme	AH301819	3750.00
Borley Brothers – for repairs to Foxgloves Fence	AH301820	192.00
White Bros – duplicate keys for gate at recreation ground	AH301821	26.70
	TOTAL	8,060.11
M Pittas – May Salary (to be paid 01/06/12)	BACS	*153.22
J Cowie – May Salary (to be paid 01/06/12)	BACS	*70.90
K Quiggin – May Salary (to be paid 01/06/12)	BACS	*825.00
M Parcell – May Salary (to be paid 01/06/12)	AH301822	*137.68
Insurance Premium (renewal as per item 22)	AH301823	tbc

Councillors noted receipt of letters of thanks for donations from:

Victim Support, Cambridgeshire Police, Broadway Farm Group, Little Hoppers and Teversham Colts. Mr Sharpe also sent an email of thanks from the Hope Community Church.

Planning

Councillors noted that the Planning Committee met 3rd May 2012. Disappointingly, despite the best efforts of the Clerk to arrange a convenient meeting time, not enough members attended. As they were not quorate, no response has been made to applications 32./33. and 34.

31. **S/0162/12AD – Tesco Store, Yarrow Road – Erection of dry cleaning pod to the front of an existing Tesco Store and S/0356/12/FL – Erection of dry cleaning pod to the front of an existing Tesco store.**
The Planning Committee agreed to make no recommendation. This has been approved by SCDC.
32. **S/0628/12/FL – Single Storey Rear Extension 32 Eland Way** *Comments required by 10th May 2012*
33. **S/0818/12/FL – Single Storey Extension 6 Thulborn Close to the front and rear of existing bungalow** *Comments required by 3rd May 2012.*
34. **S/0770/12/FL – Single Storey Extension and Porch 22 Marshall's Close** *Comments required by 11th May 2012.*

The Planning Committee have now set the following dates for Planning Inspections if necessary:
23rd May at 6pm, 13th June at 9.30am, 27th June at 6pm, 11th July at 9.30am and 25th July at 6pm.

35. Correspondence

Councillors noted receipt of the following correspondence:

- a. Mr Sharpe – further comment and feedback about the Questionnaire.
- b. Yourviews@Cambridgeshire.gov – Outcome of public consultation on proposed redesign of mental health services across Cambridgeshire and Peterborough.
- c. Countryside Voice – Spring 2012
- d. Letter from Julie Fletcher, Housing Performance Improvement Team Leader in response to comments on the South Cambridgeshire District Council Housing Strategy sent 27th March 2012.
- e. Letter from SCDC about changes to Tuesday waste and recycling collections in June. Poster to be displayed
- f. Cambridge Past, Present and Future – copy of leaflets – Events and Activities May-December 2012.

Reports from Parish Council Committees

36. Community Care/Lifeline Committee

Councillors noted that the date of the next meeting has been scheduled for 28th May 2012 at 6.00pm. To date, apologies have been received from Dave Kelleway.

37. Recreation and Environment Committee

Councillors noted that the date of the next meeting has been scheduled for 21st May 2012 at 6.00pm.

38. Policy Review Committee

Councillors noted that the date of the next meeting has been scheduled for 25th June 2012 at 7.30pm.

39. Finance Committee

Councillors noted that the date of the next meeting has been scheduled for 25th June 2012 at 6.30pm.

40. Newsletter

Councillors noted that the cut off date for articles for the next edition of the Teversham News will be 15th July 2012 .

Reports from Other Groups

41. Teversham C of E Primary School Governors

There was no report.

42. Airport Consultative Committee

Councillor Amrani had given her apologies for the last meeting held on 9th May 2012 as she attended the meeting about the Bus Cuts. Copies of the Minutes have not been circulated yet.

43. Neighbourhood Police Panel

There has been no meeting.

44. Items to Report

Councillor Martin raised the state of the telephone box on Eland Way and it was confirmed that the Clerk is already working to address this issue.

The meeting closed at 9.21pm

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