

Minutes of a Meeting of Teversham Parish Council  
on Monday 3<sup>rd</sup> March 2014 at 7.30pm at Bewick Bridge Community Primary School

Present:        **Chairman**        Dave Kelleway                **Vice Chairman** Ian Oxford  
                  **Councillors**        Frances Amrani             Oliver Fisher     Denise Kelleway        Kevin McIntyre  
                                 Al MacInnes                 Simon Martin     Michael Nicholson       Lup Yau

District Councillor Hunt and PCSO John Coppard attended until item 772. County Councillor Williams attended until after item 786. The Clerk attended and took the minutes.

**765. Apologies**

Apologies were accepted from Councillor Freeman.

**766. Minutes**

The minutes of the last Parish Council meeting held on 3<sup>rd</sup> February 2014 were circulated, approved and signed by the Chairman.

**767. Public Forum**

There were no members of the public present at the meeting.

**768. Elect Members to Committees**

There are currently no vacancies.

**769. Report from PCSO John Coppard**

PCSO John Coppard gave a verbal report, explaining that there have been a total of 13 crimes in the parish in the last month. The Chairman asked if any decisions have been made about the future of PCSO's in Cambridgeshire. PCSO Coppard confirmed that there may be some changes, yet to be announced. He also explained that he does not always have access to a vehicle, which means an hour's bus journey from Sawston to reach the village.

**770. Report from County Councillor**

County Councillor Williams circulated his report prior to the meeting (copy attached in minute book). Questions centred on the budget (County Council Farms) and the poor state of the footpath along Church Road, Teversham. PCSO Coppard confirmed he will speak with Teversham Primary School to ensure parents/carers dropping/collecting their children at the site, do not park on the footpaths. If this issue does not improve, members discussed the possibility of extending the double yellow lines along Church Road and/or installing bollards to mirror the opposite side of the road.

**771. Report from District Councillor**

District Councillor Hunt circulated her report prior to the meeting (copy attached in minute book). Members noted details about the local plan and the fact that South Cambridgeshire District Council will not put the Marshalls land taken out of green belt for the abandoned Cambridge East plan, back into green belt. Questions followed, one asking if District Councillor Hunt received any comments from residents regarding the WING planning application and the other if a date of when works will commence to refurbish the house in Pembroke Way is known. District Councillor Hunt confirmed she received no feedback regarding the WING planning application and no date is known at present when work will commence at Pembroke Way as the District Council is busy applying for grants.

**772. Clerks Report**

The Clerk reported that South Cambridgeshire District Council is planning a Parish Liaison meeting on 27<sup>th</sup> March 2014 at 6.30pm. Details will be circulated nearer the time. Members also noted that the parish office will be closed from Wednesday 5<sup>th</sup> March 2014 until 24<sup>th</sup> March 2014.

**773. Milestone Public Art Project**

Councillor Amrani confirmed that Charlotte has completed the milestones and we are still waiting for South Cambridgeshire District Council to decide if we need planning permission to site the stones. The Chairman asked for copies of communication and confirmed he will write on behalf of the Parish Council.

**774. Recreation Committee**

Members noted receipt of the draft minutes of the meeting held on 24<sup>th</sup> February 2014 and issues are covered elsewhere on the agenda.

**775. Proposed Skate Park at Borley Way**

Members carefully considered the recommendation of the Recreation Committee and it was **RESOLVED** following a vote to proceed with the project and apply for a grant from Amy Cespa of £30,000.

**776. Proposed Village Hall/Sports Provision**

There has been no progress on this project.

**777. Football Parking Issues at Recreation Ground**

Members noted the outcome of the recent meeting and hope the agreed actions will improve parking when Teversham Colts are using the facilities. Councillor Denise Kelleway reported that the new concrete apron close to the pavilion and at the entrance has made a significant improvement. However, users of the recreation ground asked why the two sections were not joined. The Chairman confirmed this will be considered in the future.

**778. Phone Box**

Members noted that the 'Grand Opening' of the Kiosk Library will take place at 12 noon on Saturday 29<sup>th</sup> March 2014. Flyers have been sent out to Teversham Primary school, launching the exciting drawing competition and inviting people to come along on the day.

**779. Policy Review Committee**

Members noted receipt of a copy of a draft set of minutes of the meeting held on 10<sup>th</sup> February 2014. It was **RESOLVED** to adopt all changes as follows:

Terms of Reference

**Matters Reserved for Decision by the Council** – no changes.

**Powers Delegated to all Standing Committees** – no changes.

**Policy and Staffing Review Committee** – no changes.

**Community Care Committee** – no changes.

**Recreation and Environment Committee** –

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(a) After the word in a the end of the first line add 'the Parish of' after in, before Teversham.

(b) After Teversham Foxgloves, add 'Sheppard Way and Ferndale'.

**Planning Committee** – no changes

**Consultation Committee** – no changes

**Finance and Audit Committee** –

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Remove 'and Responsible Financial Officer ex officio from membership'

Remove (m) To review risk assessment and risk management policy annually.

#### Risk Assessment and Management

A4 – change likelihood from MEDIUM to LOW

A5 – add (Controls Already in Place) ‘BACS payments must be authorised by any two authorised signatories via secure log on’

B2 – add (Controls Already in Place) ‘and BACS payments’ after ‘any two of four signatories are required to sign every cheque’

C1 – Remove (Controls Already in Place) ‘Control process under review. New system (detailed under future action) implemented from September 2010.’

C2 – add (Future Action) ‘To ensure optional training is offered to members of the interview panel.

C3 – add (Controls Already in Place) ‘Processes checked via Internal Controls and annually by the Internal Auditor’.

#### **780. Finance Committee**

Members noted receipt of a copy of the draft minutes of the meeting held on Monday 24<sup>th</sup> February 2014. It was **RESOLVED** to authorise the following payments from Miscellaneous Donations:

Riding for the Disabled	£150
Victim Support	£ 50
Magpas	£100
Friends of Teversham Primary School	<u>£150</u>
<b>TOTAL</b>	<b>£450</b>

It was also **RESOLVED** to pay £200 to Hope Community Church for the purchase of furniture as this has enabled the Parish Council to hold full Council meetings at the refurbished Chapel.

Members noted receipt of a breakdown of costs from Mr Buttress from All Saints Church. It was **RESOLVED** to make a donation of £400 towards the costs for 2012/2013. Members also noted that costs have been presented for 2013/2014 totalling £716.44. This request will be considered, in the first instance by the Finance Committee at their next meeting. It was also agreed to seek details of the work schedule for the churchyard maintenance with a view to getting a quotation from CGM to compare costs.

#### **781. Planning Committee**

A lengthy discussion took place and it was **RESOLVED** to ask South Cambridgeshire District Council for training. Once members were clear on the Parish Council’s role in the process, members will decide if changes to the way our planning committee are needed.

#### **782. Cambridge Flight path Association**

Councillor Fisher expressed an interest in attending meetings on behalf of the Parish Council.

#### **783. Teversham Primary School**

Members noted receipt of a letter from the Chair of the Governing Body, seeking support of the Parish Council regarding feedback received from South Cambridgeshire District Council about their planning application S/0077/14/FL. It was **RESOLVED** to support the schools desire to site the gazebo in their preferred location.

#### **784. Land Maintenance Issues**

##### **a. Broken Fences**

Members noted that there have been several new reports of broken fences and residents are now being informed that the homeowner whose deeds the boundary is detailed is

responsible. The County Council will (as a last resort) remove a fence that is blocking a footpath and re-charge the homeowner.

**b. Ferndale Trees**

Members noted that works will take place on 21<sup>st</sup> March 2014. Residents will be notified.

**c. Teversham Foxgloves**

The Clerk gave a verbal report, updating members on the works being carried out by SP Landscapes at Teversham Foxgloves, on behalf of South Cambridgeshire District Council.

**785. Highways**

Members noted that the Clerk has emailed Nicola Burdon for an update on issues first reported 11<sup>th</sup> November 2013 and Teversham's bid for improvements to Church Road/Airport Way under the Highways Minor Improvements scheme has been successful.

Members noted that a further complaint has been received from Mr Taylor regarding the poor state of the footpath along Church Road from the School to the Church. The Clerk has re-reported this issue to Highways via email, contacted County Councillor Williams and contacted the School to complain direct. Mr Taylor also contacted the Chairman to complain (issue discussed under item 770)

New items reported:

Green Box on Fulbourn Old Drift has been knocked over.

The reflective collars are missing from the bollards at the pinch point on Cherry Hinton Road.

New pot holes have appeared at the pinch point on Fulbourn Road.

The telephone kiosk on High Street has been vandalised.

**Finance**

**786. Receipts**

There were no receipts.

**787. Payments**

It was **RESOLVED** to authorise the following payments (including those members agreed under item 780.)

Description	Cheque No	Amount
M Pittas – February Salary – to be paid 03/03/14	<b>BACS</b>	158.90
J Cowie – February Salary – to be paid 03/03/14	<b>BACS</b>	74.50
K Quiggin – February Salary – to be paid 03/03/14	<b>BACS</b>	1064.79
M Parcell – February Salary – to be paid 03/03/14	<b>BACS</b>	160.95
CGM – Contract – inv 5002	<b>AL302008</b>	542.20
CGM - Hedge Trim at Recreation Ground Inv 4973	<b>AL302008</b>	150.00
Cambridge Past Present and Future - membership	<b>AL302009</b>	40.00

Description	Cheque No	Amount
Cambridge Water Co	<b>AL302010</b>	19.44
EON – Electricity supply to Pavilion	<b>AL302012</b>	69.02
All Saints Church 2012/2013 donation churchyard maintenance	<b>AK301993</b>	400.00
Broadway Farm Group (Riding for the Disabled)	<b>AL302013</b>	150.00
Victim Support	<b>AL302014</b>	50.00
Magpas	<b>AL302015</b>	100.00
Friends of Teversham School	<b>AL302016</b>	150.00
Hope Community Church	<b>AL302017</b>	200.00
<b>TOTAL</b>		<b>3329.80</b>

**788. Lady Joan Jermy Eleemosynary Charity**

There was no report. Councillor McIntyre took the statement from Cambridge Building Society, passed on by Councillor Martin at the last meeting.

**Planning**

**789. S/2660/13/F Alterations to convert existing conservatory to brick and slate roofed extension at 41 High Street, Teversham for Mr Bertelsen dated 24<sup>th</sup> December 2013**

Members noted that the planning committee met 10<sup>th</sup> January 2014 and agreed to recommend approval. SCDC have granted permission dated 10<sup>th</sup> February 2014.

**790. S/2686/13/FL Extensions 81, Fulbourn Road, Teversham for Mr & Miss J & H Cade & Jones dated 8<sup>th</sup> January 2014**

Members noted that the planning committee met 23<sup>rd</sup> January 2014, and agreed to make no recommendation. SCDC have granted permission, dated 11<sup>th</sup> February 2014.

**791. S/2603/13/FL Single storey extension 2, Buffalo Way, Teversham for Dr P Smielewski dated 7<sup>th</sup> January 2014**

Members noted that the planning committee met 23<sup>rd</sup> January 2014 and agreed to make no recommendation. SCDC have granted permission, dated 4<sup>th</sup> February 2014.

**792. S/0077/14/FL Proposed single storey timber gazebo and decked area for Teversham Primary School**

Members noted that the planning committee met at the end of the Parish Council meeting on 3<sup>rd</sup> February 2014 and agreed to make no recommendation.

**793. S/2682/13/OL – Up to 1300 homes, primary school, food store, community facilities, open spaces, landscaping and associated infrastructure and other development. Land north of Newmarket Road, Cambridge for Marshall of Cambridge**

Members noted that Teversham Parish Council has sent a formal response to Mr E Durrant and that no comments were received from members of the public.

#### **794. Correspondence**

Members noted receipt of the following correspondence:

##### **a. Letter from resident of Thulbourn Close**

Letter of complaint has been received regarding vermin control. Clerk has written back to explain that the PC does not have responsibility or any power regarding this issue and advised them to contact the District Council.

b. **Eon** – advising PC of change to tariff at the pavilion.

c. **SCDC** – advise about flooding

d. **Cambridgeshire District Council** – information regarding Cycle Legacy Small Grants

e. **CPALC** – February bulletin – emailed to Councillors

f. **War Memorials Trust** – bulletin No 60

g. **Various correspondences from Mr Wilkie** – the issues reported are the responsibility of either the District Council or County Council except a point raised regarding the goal posts on the open space at Teversham Foxgloves. Mr Wilkie has also asked for a copy of the budget for 2014/2015, which has been submitted.

#### **Reports from Parish Council Committees**

Members noted:

##### **795. Community Care/Lifeline Committee**

The next meeting has been scheduled for 6.30pm 9<sup>th</sup> June 2014.

##### **796. Recreation and Environment Committee**

The next meeting has been scheduled for 6pm 19<sup>th</sup> May 2014.

##### **797. Policy Review Committee**

The date of the next meeting has been set for 24<sup>th</sup> March 2014 at 6pm. .

##### **798. Consultation Committee**

The date of the next meeting has been set for to be agreed.

##### **799. Finance Committee**

The date of the next meeting has been scheduled for 22<sup>nd</sup> April 2014 at 6pm.

##### **800. Newsletter**

The cut off for articles for the spring edition will be 6<sup>th</sup> April 2014.

#### **Reports from Other Groups**

##### **801. Teversham C of E Primary School Governors**

Weekly newsletters have been received from the school and have been circulated to the Chairman and Councillor Martin.

##### **802. Bewick Bridge Community Primary School Governors**

There was no report.

##### **803. Airport Consultative Committee**

There has been no meeting.

##### **804. Neighbourhood Police Panel**

There was no report.

**805. Items to Report**

Councillor Amrani reported she recently attended a Fulbourn Forum bus meeting and kindly agreed to submit an article for the Teversham News.

Councillor MacInnes confirmed that Hope Community Church is planning a village clean-up day, the weekend before Easter. Further details to follow. He also reported that trees have fallen over along Caudle Ditch. The Clerk agreed to report these to the County Council.

Councillor Oxford reported that cars continue to park in a dangerous manner along the High Street, causing a chicane and visibility issues.

**The meeting closed at 9.24pm**

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