

Minutes of a Meeting of Teversham Parish Council
on Monday 31st March 2014 at 7.30pm at Hope Community Church, High Street, Teversham

Present: **Chairman** Dave Kelleway **Vice Chairman** Ian Oxford
 Councillors Frances Amrani (until 811) Oliver Fisher Liz Freeman
 Denise Kelleway Kevin McIntyre Al MacInnes Simon Martin
 Michael Nicholson Lup Yau

The Clerk attended and took the minutes.

Before the meeting commenced, the Chairman reported the sad death of former Parish Councillor, David Duke. Mr. Duke had been a vice Chairman of the council, and played a very active part in the community, including running a village youth club for a number of years with his wife, running the recreation ground, and helping rebuild the Conservative club. It was agreed to send a card of condolence to Mrs Duke.

806. Apologies

Apologies were accepted from County Councillor Williams, District Councillor Hunt and PCSO John Coppard.

807. Minutes

The minutes of the meeting held on 3rd March 2014 were agreed and signed by the Chairman.

808. Public Forum

There were no members of the public present at the meeting

809. Elect Members to Committees

There are currently no vacancies.

810. Milestone Public Art Project

Members discussed ideas for launching the milestones, which have now been installed. It was agreed to hold a 'fun run/walk' after school on either 12th or 16th May 2014. Clerk to establish the best date for school and liaise with Councillor Amrani.

811. Report from PCSO John Coppard

There was no report.

812. Report from County Councillor

County Councillor Williams reported members of the County Council have agreed a 1% increase in allowances.

813. Report from District Councillor

There was no report.

814. Clerks Report

There was no report.

815. Policy Review Committee

It was **RESOLVED** to adopt the Internal Control Policy and Checklist, copies of which were circulated to members prior to the meeting. It was also **RESOLVED** to adopt the proposed amendments to the Complaints Procedure. Members also agreed to adopt Terms of Reference for the Complaints Committee as proposed by the Chairman.

816. Proposed Skate Park at Borley Way

Councillor Dave Kelleway gave a verbal report following a recent meeting with some concerned residents about the proposed skate park about noise. As a result of these concerns, Evolution Skate parks suggested adding a further layer of material to the ramps further reduce noise. It was **RESOLVED** to include this option to our proposal at a cost of £995 + VAT.

817. Proposed Village Hall/Sports Provision

Members noted receipt of a draft layout sent from Simon Butler-Finbow. It was agreed that a copy should be circulated to all members to enable them to take a look and feed their comments back to the Chairman or the Clerk. A meeting of the working party will be arranged in the near future.

818. Phone Box

Members thanked Councillor Freeman for her hard work on this project. It was agreed the Kiosk Library looks amazing and feedback to date has been very positive. Two winners were identified from the response to the drawing competition and each was presented with a £10 book token.

819. Planning Application

Members noted that Mr Anderson (the agent) has been chasing a response regarding applications S/1841/13/FL and S/1981/13/VC 56 High Street, Teversham. It was agreed that there is nothing the Parish Council can do, as the application is being processed by South Cambridgeshire District Council.

820. Marshall Land at Cherry Hinton

Members noted receipt of an email from Emma Fletcher, Property Director for Marshall of Cambridge, regarding Marshall's recent acquisition of land between Airport Way and Teversham Drift. It was **RESOLVED** to invite Mrs Fletcher to attend the Annual Parish Meeting on 28th April 2014.

821. Cambridge and Peterborough Clinical Commissioning Group

Members noted receipt of the Public consultation on older people's healthcare and adult community services. It was agreed to add this to the agenda of the next Community Care Committee to comment at their next meeting, scheduled for 9th June, as the consultation period runs until 16th June 2014.

822. Land Maintenance and Play Area Issues

a. Ferndale Trees

Members noted that works were carried out 21st March 2014. Clerk to hasten when the new trees will be planted. Clerk to find out when the grass cutting will begin.

b. Teversham Foxgloves

Members noted receipt of various correspondence that has been received from residents, which has been passed onto SCDC. A further site meeting will be arranged to address issues before the works are signed off by SCDC.

c. Clerk has arranged for the broken fence at Lady Jermy Way play area, backing onto Thulborn Close to be repaired at a cost of £78.00.

823. Highways

Members noted that the Clerk has emailed Nicola Burdon for an update on issues first reported 11th November 2013 – 24th February and 24th March 2014, and to date, no response has been received.

Members noted that the Clerk has reported broken lamp at Ferndale to Balfour Beatty 25/03/14 and fallen trees at Caudle Ditch to Cambridgeshire County Council Ref: 3675581. Members also noted that the signs and lighting at the pinch point on Fulbourn Road has recently been badly damaged after a vehicle hit it. County Council are aware.

Councillor Oxford asked if we have been advised about planned works to replace street lamps. The Clerk confirmed that we have not, but County Councillor Williams has already logged a complaint about lack of notification of works to Balfour Beatty.

Finance

824. External Audit

Members noted that PKF Littlejohn have sent our audit pack and Teversham has been called to audit for 9th June 2014. Clerk to contact Mr Williamson to arrange the Internal Audit.

825. Receipts

There were no receipts.

826. Payments

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

Description	Cheque No	Amount
M Pittas – March Salary – to be paid 31/03/14	BACS	158.90
J Cowie – March Salary – to be paid 31/03/14	BACS	74.50
K Quiggin – March Salary – to be paid 31/03/14	BACS	1066.64
M Parcell – March Salary – to be paid 31/03/14	BACS	143.00
PAYE Months 10,11 & 12	BACS	820.49
CGM Monthly Contract		542.20
CGM – tree maintenance at Ferndale		648.00
Combined Total CGM Cheques	AL302018	1190.20
Making Marks – Milestones artist final payment	AL302019	2100.00
Alison Turnbull – Milestones management final payment	AL302020	200.00
Coulson – works at Recreation Ground and Borley Way	AL302021	18759.60
Teversham Conservative Club	AL302022	576.00
Hope Community Church – Room Hire	AL302023	285.00

Description	Cheque No	Amount
All Saints Church – churchyard maintenance 2013/2014 Amount claimed £716.44	AL302024	400.00
April Salaries to be Paid 30 th April 2014 for K Quiggin, M Parcell, M Pittas and J Cowie via BACS		To be calculated Not included in total
TOTAL		25774.33

827. Lady Joan Jermy Eleemosynary Charity

Councillor McIntyre confirmed he is currently working on bringing the information held by the Parish Council up to date.

Planning

828. 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 3rd February 2014 and agreed to make no recommendation. SCDC have granted permission dated 19th March 2014.

829. S/0357/14/FL First Floor side extension 19 Tamarin Gardens for Mr G Smith

Members noted that the Planning Committee met on 28th March 2014 and agreed to make **NO RECOMMENDATION**.

830. S/04223/14/FL Loft conversion and roof dormer window 2 Lapwings Close for Mr & Mrs C Taylor

Members noted that the Planning Committee met on 28th March 2014 and agreed to make **NO RECOMMENDATION**.

Members also noted that the Planning Committee discussed the application received S/0557/14/FL for a two storey side extension at 7 High Street, Teversham for Mr and Mrs Middleton. It was agreed to recommend **REFUSAL**, due to the extension being overbearing, too close to the boundary and concerns over the height of the proposed building.

The Clerk circulated copies of guidance notes taken from South Cambridgeshire District Councils website to assist members with all aspects of Planning at a Parish Council level.

831. Correspondence

Members noted receipt of the following correspondence:

a. Letters of thanks for Donations received from:

Victim Support

The Broadway Farm Group

Magpas

Hope Community Church

b. Cambridgeshire County Council – Cambridge Park & Ride

Letter giving an update on the new system of operation for all of the Park & Ride sites in Cambridge. A copy of this letter has been forwarded via email to all Councillors.

c. Letter of complaint regarding damage to vehicle caused by pot hole on Fulbourn Road.
Chairman responded in Clerk's absence and forwarded details of the County Council.

- d. CPRE – letter advising that their annual membership fee will increase from £29 a year (since 2008) to £36.
- e. Letter from Cambridge Past, Present and Future confirming receipt of annual membership fee.
- f. CAPALC – Briefing Notes from NALC – copies circulated via email. F02-14 Accounting for Council Tax Support Grant, F03-14 HMRC Requirement for Electronic Payment and F04E-14 Cheques LRO – Implementation Briefing England.

Reports from Parish Council Committees

832. Community Care/Lifeline Committee

Members noted that the next meeting has been scheduled for 6.30pm 9th June 2014.

833. Recreation and Environment Committee

Members noted that the next meeting has been scheduled for 6pm 19th May 2014.

834. Policy Review Committee

Members noted receipt of the draft minutes of the meeting held on 24th March 2014. The date for the next meeting will be set when a meeting is required.

835. Consultation Committee

Members noted that the date of the next meeting has been set for to be agreed.

836. Finance Committee

Members noted that the date of the next meeting has been scheduled for 22nd April 2014 at 6pm.

837. Newsletter

Members noted that the cut off for articles for the spring edition will be 6th April 2014.

Reports from Other Groups

838. Teversham C of E Primary School Governors

No newsletters have been received this month.

839. Bewick Bridge Community Primary School Governors

No report.

840. Airport Consultative Committee

Members noted that the next meeting is scheduled for 7th May 2014 and papers have been forwarded to Councillor Freeman.

841. Neighbourhood Police Panel

There was no report.

842. Items to Report

Councillor McIntyre asked for PCSO Coppard's contact details so he can forward details of a Guntree scam.

Councillor MacInnes confirmed that the Hope Community Church will be carrying out a clean up of the village on 12th April 2014 from 2pm – 5pm meeting at the Chapel.

The meeting closed at 9.10pm

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