

Minutes of a Meeting of Teversham Parish Council
on Monday 6th October 2014 at 7.30pm at Hope Community Church, High Street, Teversham

Present: **Chair** Dave Kelleway **Vice Chair** Ian Oxford
 Councillors Oliver Fisher (from item 175) Al MacInnes
 Simon Martin Kevin McIntyre
 Michael Nicholson

PCSO John Coppard attended and left the meeting after item 174. County Councillor John Williams and District Councillor Hunt attended and left the meeting after item 178. The Clerk attended and took the Minutes. Mr Moss was the only member of the public present for the duration of the meeting.

170. Apologies

Apologies were accepted from Councillors Amrani, Denise Kelleway and Freeman. Councillor Fisher gave notice that he would be delayed.

171. Minutes

The minutes of the last Parish Council meeting held on 1st September 2014 were agreed and signed by the Chair.

172. Public Forum

There were no questions.

173. Elect Members to Committees

No members came forward to join the Finance Committee.

174. Report from PCSO John Coppard

PCSO Coppard gave a full report of crimes in the parish during the last month. There were 11, compared with 12 crimes from 1st May to 31st August. A discussion took place as there had been such a significant increase in the number of crimes reported and the gravity of incidents.

PCSO Coppard also discussed the speed watch project with members. Sadly no volunteers have come forward. An untaxed/abandoned vehicle has been removed from Marshall's Close. The Chair thanked PCSO Coppard for his work and coming along to the meeting. PCSO Coppard left the meeting.

175. Report from County Councillor

County Councillor Williams gave a verbal report covering the news that an additional £1.5m has been secured to expand the superfast broadband connection to areas of the county not covered in phase one of the project. It is hoped that Teversham Foxgloves will benefit from this additional funding. The box at the top of the High Street in the village has now gone live.

County Councillor Williams also asked if the Parish Council could advise who the contact is in case of flooding, as a weakness in planning was identified in the current plan during the recent summer storms.

The problems with the new payment machines at the park and ride persist. Additional machines are being installed, with officer's adamant that the new system will work. Members disagreed with this statement and a lengthy discussion took place.

The Chairman asked if County Councillor Williams could kindly hasten the new road signs promised for Airport Way. Councillor MacInnes confirmed he will also mention these to Nicola Burden at her next surgery in Fulbourn.

The Chair thanked County Councillor Williams for his work.

176. Report from District Councillor

District Councillor Hunt reported that a Walnut tree is to be removed in Sheppard Way within the next month. Members were disappointed that the parish council have not been consulted on plans to remove such a significant tree.

District Councillor Hunt also reported that the City Council and South Cambridgeshire District Council (SCDC) are working on revising the Area Action Plan. One issue that has been highlighted is that the City Council wish to re-locate the Milton Sewage Works. District Council members will receive a full briefing at a meeting on 20th October 2014.

The Chair thanked District Councillor Hunt for her work.

177. Clerks Report

The Clerk gave a verbal report covering the decision not to clean the war memorial, speedwatch (already covered), the final costs to refurbish the bus shelters at Teversham Foxgloves (£5,539.76), finalisation of wording for playground signs and issues with trees in Caribou Way and Antelope Way.

Members discussed the issues with overbearing/overgrown trees in Glenville Close/Borley Way. District Councillor Hunt confirmed that the land is not registered to the District Council, therefore they are unable to assist. It was agreed that the Clerk should contact the District Council and find out who does own the land. Members agreed to discuss this issue again once ownership/responsibility has been confirmed.

178. Vacancy on Parish Council

Members noted that confirmation that no by-election has been called received from the Monitoring Officer on 25th September 2014. It was **RESOLVED** to advertise the vacancy, asking for written applications, that must be signed by the applicant, to be received before Friday 24th October 2014. Candidates will be invited to attend the November meeting and address the council for 3 minutes.

179. Resignation of Clerk

It was **RESOLVED** to accept the Clerk's decision to retract her resignation. Members thanked the Clerk for her work and the Clerk thanked members for their support and apologised for any inconvenience caused.

180. Complaint – Hedge/Trees in Glenville Close

This issue was discussed at length under item 177. Members reiterated the need to receive written confirmation from the District Council who owns the land. It was noted that the District Council have maintained this tree belt in the past, but are no longer prepared to due to budget cuts.

181. Flooding

Members noted that Cambridgeshire County Council has issued some guidance for residents in case of flooding. These will be added to the website for information.

182. South Cambridgeshire District Council - Parish Council Liaison Meeting

Members were advised that the next meeting is scheduled for 6.30pm – 7.45pm Wednesday 8th October 2014 at Cambourne. At the present time, no members are available to attend.

183. Cambridgeshire County Council – Gully Cleaning Programme

Members noted that work has commenced in the parish.

184. Cambridgeshire County Council – Local Infrastructure & Street Management

Members noted that a Parish Partner Networking Meeting for the South Cambridgeshire Area is being held at Whittlesford Memorial Hall on Thursday 6th November 2014 from 6.30p – 8.30pm, for those parishes with an interest in public rights of way. Councillor Martin asked for a space to be booked as he will endeavour to attend.

185. Recommendations from Finance Committee

Members noted receipt of the draft minutes of the meeting held on Monday 15th September 2014. The Clerk left the room, whilst members discussed the next item.

Pay Review for Litter Pickers and the Clerk.

Members reviewed the recommendation made by the Finance Committee under item 221 of the minutes of the meeting held on 15th September 2014.

It was **RESOLVED** to agree to raise the Litter Pickers rate of pay in line with the UK Living Wage Rate.

It was **RESOLVED** to award the clerk a 2.5% increase based on inflation. It was agreed for future increases to also consider the Office of National Statistics website for measures of inflation.

Pay awards will be back dated to April 2014, with back pay being paid with the October salaries.

The Clerk re-joined the meeting.

186. External Audit – for information

Members noted that the External Audit for year ended 31st March 2014 has been signed off by the External Auditor and Notices have been placed in noticeboards and electors have the right to inspect the signed documentation for a short period with notice to the Clerk. The Chair thanked the Clerk for her work.

187. South Cambs Parish Council Conference and Community Funding Fair

Members noted receipt of an invitation to attend an event on 28th October 2014 from 10am – 3pm at Cambourne Village College.

188. Proposed Village Hall/Sports Provision

Members noted that there has been no progress. An update is expected in the near future following a receipt of an email from Simon Butler-Finbow.

189. Land Maintenance and Play Areas/Equipment

a. Grass Cutting – Teversham Foxgloves

Members noted that a fourth additional cuts have been carried out at Teversham Foxgloves. SP Landscapes are due to carry out their next cut w/c 29th August 2014 and their final one is scheduled for w/c 17th October 2014.

190. Highways/Street Lighting

- a. **Nicola Burdon, from Highways** will be in Fulbourn on 9th and 23rd October 10am to 12pm for a drop in session. Councillor MacInnes confirmed he will be going along on the 9th October 2014.

Finance

191. Invoices

Members noted that no invoices were issued during September.

192. Receipts

Members noted receipt of the following payments:

SCDC – 2nd half of Precept £34,500 on 17th September 2014.

193. Payments

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

Description	Cheque No	Amount
M Pittas – August Salary – paid 30.09.14	BACS	159.90
J Cowie – August Salary – paid 30.09.14	BACS	75.70
K Quiggin — August Salary paid 30.09.14	BACS	1009.78
M Parcell – August Salary – paid 30.09.14	BACS	143.00
Kim Quiggin – September Expenses – to be paid	BACS	85.51
PAYE – months 4,5 & 6	BACS	771.25
CGM Inv 5805 – Extra cut at Foxgloves – total £1351.78	AM302054	133.69
CGM – 5689 – Extra cut at Foxgloves	Inc above	133.69
CGM – Inv 5639 – August Contract	Inc above	542.20
CGM – Inv 5748 – September Contract	Inc above	542.20
PKF Littlejohn – External Audit	AM302055	480.00
Office Depot – 962581424 + 962606950	AM302056	192.82
Cambridge City Council - Lifeline	AM302057	97.89
SCDC - Lifeline	AM302059	56.42
EON – electric at the Pavilion	AM302060	45.52
Information Commissioner – Freedom of Information	AM302061	35.00
Victoire – 4215 – Summer edition Teversham News	AM302062	112.00
Royal British Legion – Donation for Poppy wreath	AM302063	100.00

Description	Cheque No	Amount
October Salaries to be Paid 31.10.14 for K Quiggin, M Parcell, M Pittas and J Cowie via BACS		To be calculated Not included in total
TOTAL		4,716.57

Councillors Martin and Oxford signed the cheques.

194. Donation to Royal British Legion for Poppy Wreath

It was **RESOLVED** to donate £100 to the Royal British Legion this year. The increased donation was agreed as the legion celebrates its 100 year anniversary. Councillor MacInnes kindly agreed to lay the wreath on behalf of the parish council.

195. Lady Joan Jermy Eleemosynary Charity

Councillor McIntyre gave an interesting update on his progress with unravelling the complexities of the charity. Funds held stand at £1,120.49. It was agreed that Councillor McIntyre and Councillor Martin should set up a meeting with Mr Barker as he has already carried out so much work on the Charity. Members feel that the trustees need to decide if there is a way of increasing the funds and how these should be distributed, or wind the charity up.

Planning

196. Cambridge City and South Cambridgeshire Local Plan

Members noted that confirmation has been received, confirming that the Secretary of State has appointed an Inspector to examine the plans.

197. S/2175/14/FL – Two Storey Side Extension and Replacement Porch at 83 Fulbourn Road, Teversham for Mr & Mrs Bramley

Members (IO, SM, KM and MN) met after the meeting and agreed to make no recommendation/approve.

198. S/1740/14/FL – Erection of Single Storey Extension for Rear of Dwelling at 17 Lemur Drive, Teversham for Mr P Stubbins. Members noted that SCDC have granted permission dated 26th August 2014.

199. S/1572/14/FL – Single Storey Extension, 3 Antelope Way, Teversham for Mrs J Joseph

Members noted that SCDC have granted permission dated 5th September 2014.

200. S/1619/14FL – Single Storey Extension, 25 Lady Jermy Way, Teversham for Mr & Mrs Allen

Members noted that SCDC have granted permission dated 3rd September 2014.

201. S/1798/14/LD – Lawful Development Certificate: Resurfacing Runway & Extension of 2 Turning pads at The Airport, Newmarket Road, Teversham for Marshall ADG Ltd

Members noted that lawful development Certificate has been issued dated 18th September 2014.

202. Correspondence

Members noted receipt of the following correspondence:

- a. **Mr Wilkie** – a further email from Mr Wilkie was read out to members of the council.
- b. **Mr J Barker** – an email received from Mr Barker was read out to members of the council.
- c. **CAPALC** – September 2014 e-Bulletin.

- d. **Cambridge Past, Present and Future** – the Ring – summer/autumn 2014 issue.
- e. **SCDC** – September Bulletin

Reports from Parish Council Committees

203. Community Care/Lifeline Committee

Members noted receipt of the draft Minutes of the Community Care Committee meeting held on 15th September 2014. The date of the next meeting has been set for 6.30pm 12th January 2015.

204. Recreation and Environment Committee

Members noted receipt of the draft minutes of the Recreation and Environment Committee held on 22nd September 2014. Members were encouraged to come forward with exciting ideas for improving play equipment in the parish, with a focus on the space adjacent to the play area at Teversham Foxgloves. The date of the next meeting has been set for 6.30pm 24th November 2014.

205. Policy Review and Staffing Committee

Members noted that Councillors Dave Kelleway, Kevin McIntyre and Ian Oxford met on 29th September 2014 to discuss the new model standing orders and financial regulations issued by NALC at the end of last year. It became apparent after a very short space of time, that new legislation has superseded some of the statutory standing orders. Members therefore asked the Clerk to seek further guidance and clarification of changes. Another meeting will then be arranged to do through the recommended changes. Members have set a deadline for this to be completed of the end of the year.

206. Consultation Committee

There is no requirement for a meeting at this time.

207. Finance Committee

Members noted receipt of the draft minutes of the meeting held on 15th September 2014 (discussed under item 185). The next meeting has been scheduled for 17th November 2014 at 4pm.

208. Newsletter

The cut off for the next edition will be 16th January 2015.

Reports from Other Groups

209. Teversham C of E Primary School Governors

Councillor MacInnes confirmed that the school is making excellent progress. The future is looking very positive.

210. Bewick Bridge Community Primary School Governors

There was no report.

211. Airport Consultative Committee

There has been no meeting.

212. Neighbourhood Police Panel

Members noted that the next panel meeting 16th October 2014 at Fulbourn. Councillor Oxford is unable to attend.

213. Items to Report

Councillor Oxford reported that he wishes to stand down as Vice Chair of the Parish Council with immediate effect. Members thanked Councillor Oxford for his work. The election of a vice chair will be added to the agenda for the November meeting.

Councillor Nicholson asked for clarification of the procedure in case of flash flooding. The Clerk will forward relevant information to Councillor Nicholson under item 181. Members felt it would be a good idea to advertise for a flood coordinator for the village and Teversham Foxgloves in the next edition of the Teversham News.

Councillor Martin mentioned that the barrier has been fixed at the Recreation Ground. The Clerk will write to Borley Brothers to thank them for repairing it. Councillor Martin also reported that cars are using the car park during the day and then going out of the village by other means of transport. Members agreed there is no issue with this as long as there is capacity in the car park and cars do not spill out onto the High Street.

A short discussion took place regarding an item on Radio Cambridgeshire about charges for extra bins.

Councillor Dave Kelleway raised a concern about the clause of people needing a connection with the village of Teversham when taking part in a housing transfer/exchange to Lapwings Close and Lady Jermy Way. Members agreed that the Clerk should write to the Chief Executive of Cambridge Housing to ensure all residents continue to have a connection with the village. Councillor Kelleway also asked if members would consider putting in some cycle hoops next to the bus shelter (no 4) on Cherry Hinton Road – the one between Gazelle Way roundabout and the Nisa store. Members felt this was a good idea and the Clerk was asked to obtain some costs.

The Chairman also circulated a letter received from a resident wishing to be co-opted onto the parish council which had been passed to District Councillor Hunt on her way into the meeting. This will be considered at the next meeting.

The meeting closed at 9.47pm

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