

Minutes of a Meeting of Teversham Parish Council  
on Monday 18<sup>th</sup> May 2015 at 7.30pm at Bewick Bridge Community Primary School

Present: **Chair** Dave Kelleway **Vice Chair** Frances Amrani  
**Councillors** Oliver Fisher Liz Freeman Al MacInnes Jay Mackay Simon Martin  
Ian Oxford

District Councillor Hunt attended and left after item 174. Three members of the public attended and left after item 177, which was brought forward and discussed after item 169. The Clerk attended and took the minutes.

**157. Election of Chair/Declaration of Acceptance of Office**

Councillor Dave Kelleway was proposed by Councillor MacInnes and Seconded by Councillor Amrani and elected unanimously. Members thanked Councillor Kelleway for his work. Members signed their Acceptance of Office forms and the Clerk signed each one as Proper Officer. These will be held on file.

**158. Apologies, Welcome and Introductions**

Apologies were accepted from Councillor Nicholson and County Councillor Williams. The Chair welcomed our new Councillor Jay Mackay.

**159. Election of Vice Chair**

Councillor Amrani was proposed by Councillor Kelleway and seconded by Councillor Fisher and elected unanimously.

**160. Election of Committees**

The following memberships were agreed unanimously:

- I. **Planning Committee** – all members of the parish council were elected as members of the planning committee.
- II. **Finance and Audit Committee** – Councillors Kelleway, Amrani, Fisher, Mackay and Martin
- III. **Recreation and Environment Committee** – Councillors Kelleway, Fisher, Freeman, Mackay and MacInnes.
- IV. **Community Care Committee** – Councillors Kelleway, Freeman and MacInnes.
- V. **Policy Review Committee** – Councillors Kelleway, Amrani, Martin and Oxford.
- VI. **Consultation Committee** – Councillors Kelleway, Fisher, Martin and Oxford.

**161. Election of Council Representatives**

The following representatives were agreed unanimously:

- I. **Teversham Primary School** – Councillor MacInnes.
- II. **Lady Joan Jermy Charity** – Councillor Martin and MacInnes.
- III. **Cambridge Airport Consultative Committee** – Councillor Freeman.
- IV. **Parish Archaeological Warden** – Councillor Oxford.
- V. **Tree Warden** – Councillor Fisher.

**162. Register of Interests**

Members noted receipt of a copy of their current records and made changes as necessary. These will be forwarded to South Cambridgeshire District Council to process.

**163. Appointment of Responsible Financial Officer (RFO)**

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

**164. Appointment of Internal Auditor**

Mr M Williamson unanimously re-appointed as Internal Auditor for year 2015/2016.

#### **165. Review of Banking Arrangements**

Members noted that the Parish Council holds a Current Account and Reserve Savings Account with Unity Trust and an account with Cambridge Building Society. It was **RESOLVED** to make no changes to these arrangements at the present time. However, members noted that Unity Trust are planning to start charging for some banking services and will therefore review the banking arrangements if necessary during the financial year.

#### **166. Review of Standing Orders and Financial Regulations**

Members noted that the current version of our Standing Orders and Financial Regulations were reviewed and adopted on 5<sup>th</sup> January 2015. There have been no further legislative changes and the current documentation is up-to-date.

#### **167. Review of Risk Management Document**

Members reviewed the current policy and noted that the current document was reviewed and adopted on 16<sup>th</sup> February 2015.

#### **The meeting closed at 7.45pm**

The Chairman then moved onto the business of the full parish council meeting agenda for May 2015.

#### **168. Minutes**

The minutes of the last meeting held on 30<sup>th</sup> March 2015 were agreed and signed by the Chair.

#### **169. Public Forum**

The residents of Hall Farm Caravan park explained to members how they have been overwhelmed by support of the village to remain at the site, following the shocking news that they are to remove their static caravans from the site within a very short notice period. District Councillor Hunt also addressed members on behalf of the families who will be made homeless. A lengthy discussion took place and there was an opportunity for lots of questions and answers. The Chair thanked the residents for coming along to the meeting and it was agreed to bring forward item 177. The residents thanked the parish council for listening and agreed to inform the Clerk of the outcome of their planned meeting with representatives from the Housing team from South Cambridgeshire District Council.

#### **177. Hall Farm Caravan Park**

##### **Planning Application S/0987/15/VC**

Members noted receipt of the application submitted by the residents to remove condition 1 as follows: **Planning application S/0987/15/VC – variation of Condition 1 for Application S/1761/05/F Hall Farm, Church Road, Teversham for Mrs H Symonds** along with a copy of the planning statement in support of the application of the occupiers for the removal of condition 1 of Planning Permission S/1761/05/F imposing a time limit for temporary permission for the siting of six mobile homes at Hall Farm Caravan Site.

Members discussed the situation and following further discussion, it was **REOLVED** to recommend approval on the application as above. Members were unanimous in their support for keeping the site open for the current residents.

It was also **RESOLVED** to write, in the first instance, to the landowner to ask for a meeting to establish the reasons for giving notice. If the landowner is not willing to engage with the council, members agreed they would be happy to meet with the landowner's agent. It was agreed that the Chairman and Councillors Amrani and MacInnes would attend the meeting. Councillor Fisher kindly agreed to stand-in in case one of the other members above could not attend.

The Chair thanked the residents for coming along and they left the meeting.

**170. Vacancies on the Parish Council**

Members noted that following the recent uncontested election, there are two vacancies on the parish council. It was **RESOLVED** to advertise the vacancies on the noticeboards and website with the intention of co-opting new members at the next meeting of the parish council on 8<sup>th</sup> June 2015.

**171. Elect Members to Committees**

This is a standing item. There were no changes.

**172. Report from PCSO Julie Hajredini**

PCSO Julie Hajredini was unable to attend the meeting and there was no report in her absence. However, members noted that there have been several messages received via email from the ecops team.

**173. Report from County Councillor**

County Councillor Williams submitted a report which the Chair read from in his absence. Members noted all of the points raised and it was **RESOLVED** to ask for further clarification about the new secondary school planned for just outside of the parish. Members also agreed that a further article advertising the No 18 bus service in the next edition of the Teversham News. Members also noted the point about budget cuts and further responsibilities being passed to parish level.

**174. Report from District Councillor**

District Councillor Hunt gave a report about the high collection rate of Council Tax and Business Rates by South Cambridgeshire District Council in the last financial year. Members noted that District Councillor Hunt has asked for an update from housing about the empty property in Pembroke Way and advised that they are waiting for their architect to come back with a revised plan. District Councillor Hunt has asked that the parish council are given the opportunity to comment on them. Members noted that a complaint was received about planning irregularities at a property on Newmarket Road. The enforcement team are dealing with this.

**175. Clerks Report**

There were no additional items to report.

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

There has been no progress.

**178. Borley Way Skate Park**

Members noted that the skate park is complete and the grand opening took place on Saturday 16<sup>th</sup> May 2015. The event was deemed a great success, with demonstrations from a BMX professional and some local children. Sarah Gosling, Grant Manager for WREN also came along and the event was reported by the Cambridge News. It was **RESOLVED** to submit the final application to WREN for the remaining grant money to be released.

Now the park is open, members discussed several issues that must be dealt with promptly. It was agreed that the Clerk should:

- Establish how much it would cost to install acoustic fencing on the perimeter of Borley Way park/Sheppard Way and if there are any other options.
- Arrange for a new litter bin should be installed close to the skate park as soon as possible.
- Arrange for a new dog bin should be installed, just outside the park at Borley Way.
- Advise the contractor that their security fencing is still on site.
- Arrange for the goal posts to be re-sited.
- Establish when Evolution plan to come back to site to address the snags identified in the safety inspection.

**179. Finance Committee Minutes**

Members noted receipt of the draft minutes of the meeting held on 27<sup>th</sup> April 2015. There were no questions.

**180. Audit Arrangements for y/e 31<sup>st</sup> March 2015**

Members noted that we have been called to audit for 8<sup>th</sup> June 2015. The Internal Audit was completed on Friday 1<sup>st</sup> May 2015. The Clerk circulated a copy of the report received from the Internal Auditor and was thanked for her work by the council.

Members noted receipt of a copy of the following audited documentation; Budget, Bank Reconciliation, Summary of Income and Expenditure. There were no questions.

**181. Annual Return for year ended 31<sup>st</sup> March 2015**

Members noted receipt of a photocopy of sections 1, 2 and 4 of the Annual Return. Members considered and answered the questions asked under section 2 one by one and agreed the figures presented under section 1. It was **RESOLVED** to agree both sections and they were signed by the Chairman and the Clerk (Responsible Financial Officer) at the meeting.

**182. Increase Litter Picker's Rate of Pay**

Members noted the recommendation of the Members of the Finance Committee to increase the Litter Picker's hourly rate annually from 1<sup>st</sup> April 2015 in line with the Living Wage rate. It was **RESOLVED** to increase the hourly rate from £7.65 per hour to £7.85 per hour.

**183. Litter Picker Vacancy**

It was unanimously **RESOLVED** to appoint Mrs C Pittas-Goldsmith for 6½ hours per week at a rate of £7.85 per hour. It was agreed to commence her employment from 28<sup>th</sup> April 2015 as she has been covering the round. The Clerk will arrange to send out the necessary paperwork and ensure Caroline has all of the equipment required.

**184. Cambridgeshire County Council**

**Proposed 3<sup>rd</sup> revision of the Local Validation for applications for planning permission**

Members noted receipt of a letter from Cambridgeshire County Council inviting comment by 27<sup>th</sup> May 2015. It was **RESOLVED** to write in support of the proposed amendments.

**185. Land Maintenance and Play Areas**

Members noted:

- a. **Ferndale Trees** – These have finally been replaced, along with another in Sheppard Way.
- b. **Teversham Foxgloves** – CGM have made a great job of the first few grass cuts of the village and Teversham Foxgloves.
- c. **Bus Shelter Refurbishment** – the missing seat at the shelter on Cherry Hinton Road will be replaced on 19<sup>th</sup> May.
- d. **Phone Box , Eland Way** – this has been repaired.
- e. **General repairs** – Clerk has arranged for Craig Farrer to replace and re-fix broken fence at Lady Jermy Way, sand and re-stain the bench at Sheppard Way and fix the WREN sign at Borley Way.
- f. **Swings at Recreation Ground** – Playsafe are in the process of organising the removal of the old swings and replacing them with new ones – date of works to be advised. Total cost £5,140 – this includes safety surfacing.
- g. **Benches at Teversham Foxgloves** – The Clerk has arranged for the benches to be re-painted at a cost of £240.00 as agreed by the Recreation Committee.

Councillor Oxford reported that a piece of grass, usually cut by SCDC has been missed off on several occasions and when reported, SCDC informed him that there is currently a review of the grass they are going to cut.

Councillor Martin reported that a part of the wooden fence around the perimeter of the grass adjacent to the Church is broken. The Clerk was asked to report this to Mr Barker as the land and fence belong to Marshall's.

**186. Teversham Local Highways Improvement**

Members noted that Airport Way has now been re-surfaced and the white lining should now follow to complete our bid.

**187. Highways/Street Lighting**

Councillor MacInnes gave a verbal report following his recent visit to see Nicola Burden at her surgery in Fulbourn. He re-affirmed the urgency of the need to re-surface the footpath along Church Road and Clerk reported receipt of a letter from the Governing Body of Teversham Primary School. It was agreed to write to the County Council again to hasten a firm date of when this work will be carried out. Councillor MacInnes also confirmed he reported the broken sign on Airport Way and the poor quality of the cycle path between Teversham and Fulbourn.

A query was raised about whether the cat's eyes will be restored along Airport Way following their removal during the re-surfacing work. The Clerk was asked to find out.

The Clerk was also asked to report the Fulbourn sign that has been knocked over at the High Street junction with Church Road (outside the Tamarind) and the fact that both of the flashing speeding signs are not working. The Clerk was also asked to write to Balfour Beatty and the County Council to raise concerns over the lighting along Teversham Road, Fulbourn. The new lamps give off a light that can cause what can only be described as an 'odd' experience.

**Finance**

**188. Invoices**

Members noted that no invoices have been issued during April/May 2015.

**189. Receipts**

Members noted receipt of the following:

13 <sup>th</sup> April 2015 – SCDC 1 <sup>st</sup> Half Precept 2014/2015	£34,500.00
7 <sup>th</sup> May 2015 – HMRC VAT refund 01.10.14 – 31.03.15	£ <u>4,329.83</u>
Total receipts	£ <u>38,829.83</u>

**190. Financial Report**

Members noted that monies held by the parish council as at 30.04.15 were:

Main Unity Trust Account	£ 84,664.14	Bank Statement as at 30.04.15
Reserve Unity Trust Account	£ 6,002.72	
Cambridge Building Society	£ <u>71,060.00</u>	
TOTAL	£ <u>161,726.86</u>	

**191. Insurance Renewal – due 1<sup>st</sup> June 2015**

Members carefully considered the quotations received from AON (the current insurer) and Zurich. It was **RESOLVED** to accept the quotation from Zurich, fixed for 3 years at a premium of £1,236.15. The cheque was issued and signed at the meeting.

**192. Payments**

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

Description	Cheque No	Amount
K Quiggin - April Salary – paid 30.04.15	<b>BACS</b>	1040.26
M Parcell – April Salary – paid 30.04.15	<b>BACS</b>	147.00
Joshua Cowie – April Salary – paid 30.04.15	<b>BACS</b>	76.50
CGM – Ferndale Trees – Invoice 6267 - £406.36	<b>AN302105</b>	1764.56
CGM – April– Foxgloves inv 6322 £816.00		Inc above
CGM – April– Village inv 6321 £542.20		Inc above
Cambridge City Council – Lifeline	<b>AN302106</b>	97.89
SCDC – Lifeline (chq payable to Post Office)	<b>AN302107</b>	57.59
Age UK – annual donation to warden scheme	<b>AN302108</b>	3750.00
SLCC – Annual Membership	<b>AN302109</b>	149.00
Evolution – Skate park equipment and groundworks	<b>AN302110</b>	58,704.40
Evolution – equipment inspection and signage	<b>AN302111</b>	510.00
LCR – magazine subscription	<b>AN302112</b>	17.00
Victoire – Spring Teversham News	<b>AN302113</b>	118.00
SLCC – 2015 edition of Practitioners Guide	<b>AN302114</b>	23.00
Bewick Bridge – Room Hire	<b>AN302115</b>	75.90
Craig Farrer Carpentry – slabs at phone box library	<b>AN302116</b>	60.00
Mijan – Internal Audit	<b>AN302117</b>	75.00
Cambridgeshire & Peterborough Association of Local Councils	<b>AN302118</b>	455.06
Zurich Municipal	<b>AN302119</b>	1,236.15
South Cambridgeshire District Council – annual Lifeline	<b>AN302120</b>	230.36
April Salaries to be Paid 30 <sup>th</sup> April 2015 K Quiggin, M Parcell and J Cowie via BACS. Payroll will be run on Tuesday 26 <sup>th</sup> May and Paid on Friday 29 <sup>th</sup> May 2015		To be calculated Not included in total
<b>TOTAL</b> Councillors Martin and Oxford signed the cheques.		<b>£68,587.67</b>

**193. Lady Joan Jermy Eleemosynary Charity**

Councillor Martin confirmed he is in the process of arranging a meeting of the trustees.

**Planning**

**194. S/0460/15/FL – Two Storey Extension for Mr Khaled Ahmed, 7 Pembroke Way, Teversham**

Members noted that SCDC have refused the application dated 9<sup>th</sup> April 2015.

**195. S/0573/15/FL – Two storey Extension for Mr Scott MacDonald, 95 High Street, Teversham**

Members noted that SCDC have refused the application dated 5<sup>th</sup> May 2015.

**196. Correspondence**

Members noted receipt of the following correspondence:

- a) **SCDC – Sale of Land, Sheppard Way, Teversham** Response to our letter regarding the sale of land at Sheppard Way from Anita Goddard, Head of Housing and Property Services. A copy of the letter was circulated at the meeting. It was **RESOLVED** to write back to express the councils disappointment with the response, that 7days is not enough notice and once again ask how much they received for the land. A copy of the letter will be sent to District Councillor Hunt for information. Councillor Oxford asked for a copy of the letter received from SCDC to be sent to him.
- b) **Romsey Mill** Newsletter from Romsey Mill who have taken over the running of Cherry Hinton Children's Centre.
- c) **Cambridge Architecture** Spring/Summer edition of this topical magazine.
- d) **BVC News** a copy of the latest edition of the publication from Bottisham Village College.
- e) **Countryside Voice** Spring edition of the publication from CPRE.
- f)

**Reports from Parish Council Committees**

Members noted:

**197. Community Care/Lifeline Committee**

The next meeting is scheduled for Monday 15<sup>th</sup> June 2015 at 6.30pm.

**198. Recreation and Environment Committee**

The next meeting is scheduled for Monday 15<sup>th</sup> June 2015 at 7.30pm.

**199. Finance Committee**

The date of the next meeting has been set for Monday 20<sup>th</sup> July 2015 at 6.30pm.

**200. Policy Review and Staffing Committee**

The next meeting will be on Monday 20<sup>th</sup> July 2015 at 7.30pm.

**201. Consultation Committee**

The date of the next meeting is to be agreed when necessary.

**202. Newsletter**

The cut off for the next newsletter is 17<sup>th</sup> July 2015.

**Reports from Other Groups**

**203. Teversham C of E Primary School Governors**

Councillor MacInnes confirmed that it the Governing Body is very positive about the future and they will be appointing another member of staff for September.

**204. Bewick Bridge Community Primary School Governors**

No report.

**205. Airport Consultative Committee**

Councillor Freeman attended the last meeting on behalf of the parish council and will circulate the reports at the next meeting.

**206. Neighbourhood Police Panel**

There was no report.

**207. Items to Report**

Councillor Amrani reported her concerns that road users are ignoring the advisory 20mph speed restriction following the resurfacing of Airport Way. It was agreed that there is little that can be done about this as the lower restriction is not enforceable, it is advisory.

The meeting closed at 9.36pm