

Minutes of a Meeting of Teversham Parish Council  
on Monday 11<sup>th</sup> April 2016 at 7.30pm at Hope Community Church

Present: **Chair** Dave Kelleway  
**Councillors** Oliver Fisher Al MacInnes Jay Mackay Simon Martin  
Michael Nicholson Ian Oxford

The Clerk attended and took the minutes.

		<b>Action</b>
<b>1604/01</b>	<b>Public Forum</b> There were no members of the public present at the meeting.	
<b>1604/02</b>	<b>Apologies, Welcome and Introductions</b> Apologies were accepted from Councillors Amrani, Freeman, District Councillor Hunt and County Councillor Williams.	
<b>1604/03</b>	<b>Minutes</b> The minutes of the meeting held on 7 <sup>th</sup> March 2016 were agreed and signed by the Chair.	
<b>1604/04</b>	<b>Co-opt to fill two vacancies on the parish council</b> As no applications were received, it was <b>RESOLVED</b> to re-advertise the two vacancies on the noticeboards.	Clerk
<b>1604/05</b>	<b>Elect Members to Committees</b> There are no vacancies to fill at the present time.	
<b>1604/06</b>	<b>Report from County Councillor</b> A brief report was read out, submitted by County Councillor Williams in his absence.	
<b>1604/07</b>	<b>Report from District Councillor</b> The Chair read from a report submitted by District Councillor Hunt in her absence. There were no questions. Members asked the Clerk to include details of the Community Chest fund in the next edition of the Teversham News.	Newsletter
<b>1604/08</b>	<b>Clerks Report</b> The Clerk circulated a written report to members. Members noted the items reported.	
<b>1604/09</b>	<b>Proposed Village Hall/Sports Provision</b> There was no report.	
<b>1604/10</b>	<b>Borley Way Skate Park</b> Members noted receipt of the draft minutes of the Skate Park Working Party meeting held on 21 <sup>st</sup> March 2016. Members noted that an order has been placed with CGM to plant a laurel hedge as recommended by the Recreation Committee and Skate Park Working Party at a cost of £1,128.00 +VAT Members also noted that the Clerk is in the process of confirming the date when Foamseal will attend to fill the centre ramp.	Clerk

1604/11	<p><b>Redevelopment of Pembroke Way</b></p> <p>Members noted the letter received from South Cambridgeshire District Council asking if Teversham Parish Council would be prepared to transfer the title of land (the area of large hedge running along Pembroke Way, in front of the properties to be developed) to South Cambridgeshire District Council.</p> <p>It was <b>RESOLVED</b> to seek legal advice to find a way to allow access whilst protecting the parish council's interest if the houses are sold on the open market in the future. This would be for the principle of not seeking financial gain from the land as long as it is used to benefit the public as housing owned by South Cambridgeshire District Council.</p>	DK
1604/12	<p><b>South Cambridgeshire District Council Electoral Review</b></p> <p>Members noted that the Clerk has written to the LGBCE (Local Government Boundary Commission for England) to explain that Teversham strongly objects to dividing the parish.</p>	
1604/13	<p><b>Cambridgeshire and Peterborough Clinical Commissioning Group Consultation on a future model for Pharmacy Services in Cambridgeshire and Peterborough</b></p> <p>Members noted receipt of a Consultation on a future model for Pharmacy Services in Cambridgeshire and Peterborough. Members were encouraged to respond as individuals.</p>	Clerk
1604/14	<p><b>Overhanging Trees – Glenville Close</b></p> <p>Members noted the feedback received from Pat Matthews at South Cambridgeshire District Council and await his report once operatives have carried out a visit to the site. The Clerk was asked to write to the County Council to establish where their land extends to on the Glenville Close side.</p>	Clerk
1604/15	<p><b><u>Highways and Street Lighting</u></b></p> <p><b>a. Highways Issues</b></p> <p>Councillor MacInnes reported that several long term outstanding issues have now been dealt with. It was agreed to write and thank Highways and enquire why re-surfacing the footpaths in Thulborn Close have been given priority over those along Church Road.</p> <p>Councillor Martin raised his concern about the work carried out to fill a hole left by a broken bollard outside Teversham Motors. These bollards provide protection to pedestrians from large lorries that use the footpath to swing round into Borley Brothers. It was agreed that this issue should be reported to ensure the missing bollard is replaced.</p> <p><b>b. Access Road – High Street</b></p> <p>Members noted that the Clerk is still in the process of arranging a site meeting; potentially this will now be sometime w/c 18<sup>th</sup> April 2016.</p>	Clerk

1604/16	<p><b>Lay-by Cherry Hinton Road</b> Clerk is still waiting for Heidi Duffet from the Waterbeach Depot to get in touch about installing a new litter at the layby.</p> <p>Mr White has confirmed that the cost to plant the hedge at the lay-by was £72.98. It was <b>RESOLVED</b> to authorise this payment.</p>	
1604/17	<p><b>SCDC – Development of Land 56 High Street, Teversham – S/1286/12/FL &amp; s/2312/15/VC Payment of Public Open Space and Community Facilities Contributions</b> Members noted that signed copies of the agreement have been signed and returned to South Cambridgeshire District Council.</p>	
1604/18	<p><b><u>Finance</u></b> <b>Invoices</b> Members noted that the following invoice was issued: 15-004 – Teversham Colts £105.00</p>	
1604/19	<p><b>Receipts</b> Members noted that a cheque from Teversham Colts for £105.00 was posted to Unity 23/03/16.</p>	SM/AM
1604/20	<p><b>Payments</b> It was <b>RESOLVED</b> to authorise payments as detailed on the attached schedule.</p>	
1604/21	<p><b>Balances and Bank Reconciliation (31<sup>st</sup> March 2016)</b> These will be presented to members of the Finance Committee at their next meeting.</p>	
1604/22	<p><b>Lady Joan Jermy Eleemosynary Charity</b> Councillor Martin and Councillor MacInnes kindly agreed to work together to establish contact with the other trustees to find a way to take the charity forward.</p>	
1604/23	<p><b><u>Policies and Parish Council Administrative Housekeeping</u></b> <b>Health and Safety Policy</b> It was <b>RESOLVED</b> to adopt the recommended Health and Safety Policy subject to addition of the following: At the end of the third paragraph, add a bullet point ‘Shall maintain a regular review of Risk Management Policy’. Copy attached to these minutes for information.</p>	
1604/24	<p><b>Data Protection Policy</b> It was <b>RESOLVED</b> to adopt the recommended Data Protection Policy. Copy attached to these minutes for information.</p>	
1604/25	<p><b><u>Planning</u></b> Members noted: <b>S/0496/16/FL Two Storey Side Extension for Mr &amp; Mrs Ho 10, Tamarin Gardens</b> Members agreed recommend that this application is refused, as it is too close to the boundary at their meeting on 7<sup>th</sup> March 2016.</p>	

1604/26	<p><b>S/0430/16/FL Two Storey Side Extension for Mendez, 4 Buffalo Way</b> Members agreed to make no objections to this application at their meeting on 7<sup>th</sup> March 2016.</p>	
1604/27	<p><b>S/0063/16/FL External Wall Insulation at 34 High Street for Mr S Ruddock</b> South Cambridgeshire District Council has granted permission dated 17<sup>th</sup> March 2016.</p>	
1604/28	<p><b>S/3254/15/FL Remove Existing Render and Reinsulate the Walls at 16 High Street for Mr Burton</b> It was agreed to make no objection to this application.</p>	
1604/29	<p><b>S/0537/16/LD To construct two additional rooms attached to The Piggery at 10 Church Road for Mr Barker.</b> Members noted that this application was for information only.</p>	
<p><b><u>Correspondence</u></b></p>		
<p>Members noted receipt of the following correspondence:</p>		
1604/30	<p><b>LGSS Law (Cambridgeshire County Council)</b> Letter confirming the appointment of Fiona McMillan to fill the newly created role of Head of Districts and Planning.</p>	
1604/31	<p><b>OASIS</b> Letter explaining that OASIS has acquired Safebox Information Management. They currently hold Teversham Parish Council's historic documentation.</p>	
1604/32	<p><b>Cambridge Past, Present and Future</b> Update and diary of events for 2016.</p>	
1604/33	<p><b>Cambridgeshire and Peterborough Clinical Commissioning Group Older People's and Adult Community Services Programme Update</b> Circulated to members of Community Care Committee as it contains information about they are dealing with the decision by UnitingCare LLP to pull out of the contract to deliver urgent care for the over 65's and adult community services.</p>	
<p><b><u>Reports from Parish Council Committees</u></b></p>		
1604/34	<p><b>Community Care/Lifeline Committee</b> Members noted that the next meeting has been set for <u>18<sup>th</sup> April 2016 t 6:30pm.</u> The Clerk was asked to hasten answers raised about the schemes finances before the meeting and Councillor Kelleway confirmed that he has written to Marshall's to request a grant.</p>	
1604/35	<p><b>Recreation and Environment Committee</b> Members noted a copy of the draft minutes of the last meeting held on 14<sup>th</sup> March 2016. The next meeting has been set for <u>13<sup>th</sup> June 2016 at 7.30pm.</u></p>	
1604/36	<p><b>Finance Committee</b> Members noted that the date of the next meeting has been set for <u>25<sup>th</sup> April 2016 at 6:30pm.</u> Apologies have been received from Councillors Fisher and Nicholson. Clerk to confirm Councillor Amrani's availability.</p>	

1604/37	<b>Policy Review and Staffing Committee</b>	
	Members noted receipt of a draft copy of the minutes of the last meeting held on 21 <sup>st</sup> March 2016 and noted that the next meeting is scheduled for <u>1<sup>st</sup> June 2016 at 7pm.</u>	
1604/38	<b>Consultation Committee</b>	
	No meetings planned at this time.	
1604/39	<b>Bus Group</b>	
	There is no report.	
1604/40	<b>Newsletter</b>	
	Members noted that the cut off for the next newsletter is <u>15<sup>th</sup> April 2016.</u>	
	<b><u>Reports from Other Groups</u></b>	
1604/41	<b>Teversham C of E Primary School Governors</b>	
	There was no report from Councillor MacInnes.	
1604/42	<b>Bewick Bridge Community Primary School Governors</b>	
	There was no report.	
1604/43	<b>Airport Consultative Committee</b>	
	There was no report.	
1604/44	<b>Neighbourhood Police Panel/Police Issues</b>	
	There was no meeting to report on this month.	
1604/45	<b>Items to Report</b>	
	Councillor MacInnes gave a verbal report about Hall Farm Caravan Park. He explained that a site licence has been granted and residents are very thankful for the parish council's support.	
	Councillor Martin raised his concerns about how a change in operatives at CGM has led to messy cuts with less care. Members agreed to monitor the situation closely.	

The meeting closed at 9pm

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