

Minutes of a Meeting of Teversham Parish Council
on Monday 9th May 2016 at Bewick Bridge Community Primary School at 7:30pm

Present: **Chair** Dave Kelleway **Vice Chair** Frances Amrani
Councillors Oliver Fisher Liz Freeman Al MacInnes
Michael Nicholson Ian Oxford

District Councillor Hunt attended the meeting and left after item 1605/22. Mr J Barker was the only member of the public present and the Clerk attended and took the minutes.

		Action
1605/01	<p>Annual General Meeting</p> <p>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. Councillor Kelleway thanked members for their support and confidence in him and he signed an Acceptance of Office form and the Clerk countersigned signed as Proper Officer. This will be held on file.</p>	Clerk
1605/02	<p>Public Forum There were no questions.</p>	
1605/03	<p>Apologies, Welcome and Introductions Apologies were accepted from Councillor Martin and County Councillor Williams. Members noted with regret that Mr Jay Mackay has resigned from the parish council. The Clerk will inform South Cambridgeshire District Council and arrange to update the contact lists and website as soon as possible.</p>	Clerk
1605/04	<p>Register of Interests Members noted that they should consider if there are any changes to their register of interests.</p>	All
1605/05	<p>Election of Vice Chair Councillor Amrani was proposed by Councillor Kelleway and seconded by Councillor Fisher and elected unanimously.</p>	
1605/06	<p>Election of Committees The following members were unanimously elected to serve on the council committee's as follows:</p> <ul style="list-style-type: none"> i. Planning Committee – all members of the parish council will be elected as members of the planning committee. ii. Finance and Audit Committee – Councillors Amrani, Fisher, Kelleway, Martin, Oxford and Nicholson ii. Recreation and Environment Committee – Councillors Fisher, Freeman, Kelleway and MacInnes v. Community Care Committee – Councillors Freeman, Kelleway and MacInnes v. Policy Review Committee – Councillors Amrani, Kelleway, Martin and Oxford vi. Consultation Committee – Councillors Fisher, Kelleway, Martin and Oxford. 	

1605/07	<p>Election of Council Representatives</p> <p>The following members were unanimously elected to represent the council as follows:</p> <ul style="list-style-type: none"> i. Teversham Primary School – Councillor MacInnes ii. Lady Joan Jermy Charity – Councillor Martin ii. Cambridge Airport Consultative Committee – Councillor Freeman v. Parish Archaeological Warden – Councillor Oxford v. Tree Warden – Councillor Fisher 	
1605/08	<p>Appointment of Responsible Financial Officer (RFO)</p> <p>The Clerk was unanimously re-appointed to serve as the Responsible Financial Officer.</p>	Finance Committee
1605/09	<p>Appointment of Internal Auditor</p> <p>It was RESOLVED to defer this decision to the Finance Committee to discuss at their next meeting on <u>18th July 2016</u>.</p>	
1605/10	<p>Review of Banking Arrangements</p> <p>Councillors RESOLVED to make no changes to the parish councils banking arrangements.</p>	
1605/11	<p>Review of Standing Orders and Chairmanship</p> <p>Members noted that Standing Orders were reviewed and amendments were adopted 5th January 2015. It was RESOLVED to defer reviewing them to the Policy Review Committee at their next meeting on 1st June 2016 2016 to reflect any changes to legislation.</p>	Policy Review Committee
1605/12	<p>Review of Risk Management Document</p> <p>Members noted that the working Risk Management Document was reviewed and amendments were adopted 16th February 2015. It was RESOLVED to defer reviewing them to the Policy Review Committee at their next meeting on 1st June 2016 2016 to reflect any changes to legislation.</p>	Policy Review Committee
Ordinary Meeting		
Minutes		
1605/13	<p>Members noted receipt of a copy of the draft minutes of the last meeting held on 11th April 2016. It was RESOLVED to approve these minutes as a true and accurate record of the meeting and the Chair signed a copy accordingly.</p>	
1605/14	<p>Co-opt to fill two vacancies on the parish council</p> <p>Members noted that no applications have been received to fill the two vacancies. It was RESOLVED to advertise the existing two vacancies along with the third seat left vacant following Mr Mackay’s resignation.</p>	Clerk
1605/15	<p>Elect Members to Committees</p> <p>There were no changes.</p>	
1605/16	<p>Report from County Councillor</p> <p>County Councillor Williams explained that there was nothing to report when submitting his apologies.</p>	

1605/17	<p>Report from District Councillor District Councillor Hunt circulated her report to members prior to the meeting. A short discussion followed regarding the decision from the boundary commission that is expected any day, the council housing insulation programme that seems to have stalled and the Community Chest awards.</p>	
1605/18	<p>Clerks Report The Clerk gave a brief verbal report about correspondence that has been received since the agenda was issued. These items will be included on the June agenda. Councillor Amrani kindly agreed to attend the session on Pensions to be hosted by CAPALC in Fulbourn at the end of May. The Clerk will also attend.</p>	FA/Clerk
1605/19	<p>Proposed Village Hall/Sports Provision There is no new information to report.</p>	
1605/20	<p>Borley Way Skate Park Foamseal have confirmed that they intend to attend site on 25th May 2016 to fill the centre ramp. The Clerk has informed Borley Brothers so they are on standby to remove the side panels in readiness. Members noted that the Clerk is in the process of ordering the new litter bin and bench for the skate park. These should be in place very soon and CGM have planted the new hedging, removed the dead tree and replaced it with a new one.</p>	Clerk
1605/21	<p>Redevelopment of Pembroke Way Councillor Kelleway gave a verbal report about the progress of discussions with South Cambridgeshire District Council (SCDC) about their request to transfer the title of land in Pembroke Way to enable the redevelopment plans to proceed. Members noted that Ashtons Legal Solicitors will be appointed to handle the parish council's side of the transaction. All costs will be covered by SCDC.</p>	DK
	<p>Members also noted receipt of an enquiry made by the trees officer at SCDC about the removal of the smaller trees on the site. It was agreed to ask Sarah Lyons at SCDC to speak with the trees officer direct.</p>	Clerk
1605/22	<p>Parish Council Insurance It was RESOLVED to accept the premium of £1,283.97 from Zurich. Members noted that we have one more year left in our locked in agreement.</p>	Clerk
1605/23	<p>Highways and Street Lighting</p> <p>a. Highways Issues Member discussed the poor quality of remedial repairs made around the village (footpaths and roads). It was agreed to contact County Councillor Williams about these issues as the County Council seem to be updating their system so new items cannot be reported.</p> <p>b. Access Road – High Street We are still in the process of arranging a site meeting. Clerk to hasten.</p> <p>c. Lay-by Cherry Hinton Road Clerk confirmed that she has hastened Kathryn Hawkes at SCDC to escalate this issue as it has been going on for so long.</p>	Clerk Clerk Clerk

d.	<p>Fen Ditton No 9 and Teversham No 1 – Temporary Closure and Diversion Members noted that an application for a temporary (3 month) closure of the above footpaths has been made by Marshall's to facilitate the demolition of the former Peugeot Dealership.</p>										
1605/24	<p><u>Finance</u> Invoices Members noted that no invoices have been issued during April 2016.</p>										
1605/25	<p>Receipts Members noted that the following receipts were received electronically during April 2016:</p> <table border="0" data-bbox="240 528 1214 640"> <tr> <td>15.04.16</td> <td>South Cambridgeshire District Council – Precept</td> <td>£37,000.00</td> </tr> <tr> <td>14.04.16</td> <td>South Cambridgeshire District Council – Grass Grant</td> <td>£ 6,104.00</td> </tr> <tr> <td>12.04.16</td> <td>South Cambridgeshire District Council – s106</td> <td>£ 4,962.74</td> </tr> </table>	15.04.16	South Cambridgeshire District Council – Precept	£37,000.00	14.04.16	South Cambridgeshire District Council – Grass Grant	£ 6,104.00	12.04.16	South Cambridgeshire District Council – s106	£ 4,962.74	
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1605/26	<p>Payments It was RESOLVED to authorise payments detailed on the payment schedule attached to these minutes.</p>	Clerk									
1605/27	<p>Balances and Bank Reconciliation (30th April 2016) Members noted that balances held at 30th April 2016 totalled £157,498.41.</p>										
1605/28	<p>VAT Claim Members noted that a Claim for a refund of VAT for the period 01.10.15 – 31.03.16 has been processed and submitted totalling £1,872.85.</p>										
1605/29	<p>Lady Joan Jermy Eleemosynary Charity There was no report.</p>										
1605/30	<p><u>Policies and Parish Council Administrative Housekeeping</u></p>										
a.	<p>Monthly Consideration of Parish Council Risk Members noted this new heading. There were no issues to report.</p>										
b.	<p>Annual Return for 31st March 2016 Members noted receipt of a draft copy of the Receipts and Payments summary as at 31st March 2016. The Clerk confirmed that the internal audit is booked for 23rd May 2016. The Annual Return will be formally presented to members for consideration at their next meeting on 6th June 2016.</p>										
1605/31	<p><u>Planning</u> Members noted: S/3254/15/FL Remove Existing Render and Reinsulate the Walls at 16 High Street for Mr Burton Permission has been granted dated 25th April 2016. The parish council made no objections to this application at their meeting on 11th April 2016.</p>										

1605/32	<p>S/0537/16/LD To construct two additional rooms attached to The Piggery at 10 Church Road for Mr Barker.</p> <p>Permission has been refused by South Cambridgeshire District Council dated 21st April 2016. The parish council did not comment as we were advised for information only.</p>	
1605/33	<p>S/0454/16/LD Lawful Development Certificate (proposed) for single storey extension and pergola at 5 Sable Close for Mrs Patrick.</p> <p>Certificate has been granted. The parish council did not comment as we were advised for information only.</p>	
1605/34	<p>S/0979/16/FL Redevelopment of Petrol Filling Station at Teversham Corner Garage, Newmarket Road, Fen Ditton Cambridge CB5 8AA for Marshall Group Properties.</p> <p>Members discussed this application at the end of the meeting and it was RESOLVED to make no objections or comments.</p>	Clerk
1605/35	<p><u>Correspondence</u> Cambridgeshire County Council New service 115 Newmarket Park & Ride – Addenbrooke’s Hospital</p> <p>Poster confirming the hourly service commences 3rd May 2016. Copies of the posters will be displayed in the parish noticeboards.</p>	
1605/36	<p><u>Reports from Parish Council Committees</u> Community Care/Lifeline Committee</p> <p>Members noted that copies of the minutes of the last meeting will be circulated shortly. The next meeting is scheduled for <u>13th June 2016 at 6.30pm.</u></p> <p>Members also noted that the Clerk has received a request for a new Lifeline which has been accepted as the applicant is a resident in Teversham and meets the criteria for assistance.</p>	Clerk
1605/37	<p>Recreation and Environment Committee</p> <p>The next meeting has been set for <u>13th June 2016 at 7.30pm.</u></p>	
1605/38	<p>Finance Committee</p> <p>Members noted receipt of a draft minutes of the last meeting held on 25th April 2016. The next meeting is scheduled for 18th July 2016 at 6.30pm.</p>	
1605/39	<p>Policy Review and Staffing Committee</p> <p>The next meeting is scheduled for <u>1st June 2016 at 7pm.</u></p>	
1605/40	<p>Consultation Committee</p> <p>No meetings planned at this time.</p>	
1605/41	<p>Bus Group</p> <p>There is no report.</p>	
1605/42	<p>Newsletter</p> <p>Members noted that the cut off for the next newsletter is <u>15th July 2016.</u></p>	

<p>1605/43</p>	<p><u>Reports from Other Groups</u> Teversham C of E Primary School Governors Councillor MacInnes explained that staff have been consumed by news that the school must become an academy because of the outcome of the last two Ofsted reports. He also reported that plans to redevelop the school house to be changed from housing to a space used by the school are in progress.</p> <p>The meeting was suspended so Mr Barker could explain how he managed to prove that the school house and any revenue received from renting it belonged to the school and not the Diocese of Ely. Councillor Kelleway expressed his opinion that the property should remain as housing and a short discussion took place about the restrictive location of the property and costs to bring it up to modern living standards.</p>	
<p>1605/44</p>	<p>Bewick Bridge Community Primary School Governors There was no report.</p>	
<p>1605/45</p>	<p>Airport Consultative Committee Councillor Freeman confirmed that the next meeting is scheduled for 11th May 2016.</p>	<p>LF</p>
<p>1605/46</p>	<p>Neighbourhood Police Panel/Police Issues There has been no meeting.</p>	
<p>1605/47</p>	<p>Items to Report Councillor MacInnes confirmed that the village litter pick arranged by Hope Community Church takes place on 14th May at 2:30pm.</p> <p>Councillor MacInnes passed on a question from Councillor Martin in his absence about the possibility of the parish council setting up an Facebook page. It was agreed to add this item to the next agenda.</p> <p>Councillor Kelleway asked if the Clerk could contact SCDC to find out if the daffodils and tulips in the garden of the properties to be demolished could be relocated elsewhere in the village.</p> <p>Councillor Kelleway reported the Network Power have asked for permission to cut back the trees in the car park at the recreation ground as they are interfering with the power lines. The Clerk will write to confirm permission.</p> <p>Councillor Kelleway reported that he has received a complaint from a resident in Lemur Drive about dog fouling on the open space adjacent to Eland Way. An article will be included in the next edition of the Teversham News.</p>	<p>June Mtg</p> <p>Clerk</p> <p>Clerk</p> <p>Newsletter</p>

The meeting closed at 9pm