

Minutes of a Meeting of Teversham Parish Council
on Monday 6th June 2016 at Hope Community Church at 7:30pm

Present: **Chair** Dave Kelleway
Councillors Sam Bramley Oliver Fisher Liz Freeman Al MacInnes
Michael Nicholson

The Clerk attended and took the minutes.

		Action
1606/01	<p>Public Forum There were no members of the public present at the meeting.</p>	
1606/02	<p>Apologies, Welcome and Introductions Apologies were accepted from Councillors Amrani, Martin and Oxford. District Councillor Hunt and County Councillor Williams also sent their apologies.</p>	
1606/03	<p>Minutes The minutes of the meeting held on 9th May 2016 were agreed and signed by the Chair, subject to an agreed amendment. Page 2032, Item 1605/43. Remove 'consumed by news' and replace with 'concerned'. Members also reviewed a copy of the draft minutes of the Annual Parish Meeting for information.</p>	
1606/04	<p>Co-opt to Fill Three Vacancies on the Parish Council It was RESOLVED to co-opt Mrs Sam Bramley as a member of the parish council. Sam signed her Acceptance of Office form and joined members at the table. It was also RESOLVED to re-advertise the remaining two vacancies on the parish notice boards.</p>	Clerk
1606/05	<p>Elect Members to Committees It was RESOLVED to appoint Councillor Bramley to the Recreation Committee.</p>	
1606/06	<p>Report from County Councillor The Chair read from a report circulated by County Councillor Williams in his absence. A discussion took place regarding the proposed Greater Cambridge city Deal and Residents parking. Councillor MacInnes expressed an interest in the Community Highways Volunteering scheme, due to be launched shortly.</p>	
1606/07	<p>Report from District Councillor There was no report from District Councillor Hunt.</p>	
1606/08	<p>Clerks Report The Clerk gave a verbal report. There were no questions. However, the Chair reported that issues have been raised by residents about the provision of play equipment and an issue with grass cutting. The Chair kindly agreed to follow both of these up.</p>	
1606/09	<p>Proposed Village Hall/Sports Provision The Chair gave a brief overview of this item for Councillor Bramley. There has been no progress on this issue.</p>	

1606/10	<p>Borley Way Skate Park Members noted that Foamseal are now booked to complete the works on Wednesday 8th June 2016 and noted that issues with noise have been raised by residents. The working party meeting will be re-scheduled as soon as the ramp has been filled.</p>	Clerk
1606/11	<p>Redevelopment of Pembroke Way The Chair gave a brief overview of this item for Councillor Bramley. There has been no progress on this issue.</p>	
1606/12	<p>Local Government Boundary Commission Electoral Review of Cambridgeshire: New Draft Recommendations Members noted receipt of a copy of the top sheet of an email received, outlining the new draft recommendations. It was RESOLVED to make no comment.</p>	
1606/13	<p>Local Government Boundary Commission Electoral Review of South Cambridgeshire: Draft Recommendations Members noted receipt a copy of the letter received in respect of this consultation. A discussion took place regarding the faulty criteria set by the Local Government Boundary Commission and how it is difficult to present a workable alternative. However, it was RESOLVED that the Clerk will contact the other parishes (Fen Ditton, Hornigsea, The Wilbraham's, Stow-cum-Quy and Fulbourn) to establish their point of view in hope of working on a joint response. Councillor MacInnes agreed to put together a formal response on behalf of Teversham. The response will be presented to members for consideration at the July meeting. A copy of this representation should also be sent to our MP Lucy Fraser.</p>	Cllr MacInnes/ Clerk
1606/14	<p>South Cambridgeshire District Council Planning and New Communities Service Update Members noted a copy of a letter detailing changes to the services offered by Planning and New Communities.</p> <p>It was RESOLVED to book spaces on the training course 10am – 1pm or Wednesday 23rd November 2016 1.30pm – 4.30pm for Councillor Freeman and the Clerk.</p> <p>Councillor Freeman kindly agreed to help complete the questionnaire that needs to be completed by 13th June 2016.</p> <p>It was RESOLVED that the Clerk should write and confirm that Teversham lacks equipment, internet connection at our meeting place and knowhow to view plans electronically. Members would also like to establish if there is funding available to help purchase equipment as this is a significant investment and we have no budget in the current financial year to cover this expenditure.</p>	Clerk Cllr Freeman Clerk
1606/15	<p>Highways and Street Lighting Councillor MacInnes confirmed that he will report issues with re-occurring pot holes in Fulbourn Road and at the mini roundabout at Ferndale/Fulbourn Road.</p>	Cllr MacInnes
1606/16	<p>Outstanding Highways Issues There was no report.</p>	

1606/17	<p>Cambridgeshire Highways Depot Open Days Councillor MacInnes and the Clerk agreed to attend the open day at Whittlesford Highway Depot on Monday 27th June 2016.</p>	Clerk/Cllr MacInnes
1606/18	<p>Access Road – High Street The Chair confirmed he is meeting with representatives from Anglian Water at 11am on 10th June 2016. He invited other members to attend if they are available.</p>	Chair
1606/19	<p>Lay-by Cherry Hinton Road Members noted that a new litter bin has been installed by South Cambridgeshire District Council.</p>	
1606/20	<p>Fen Ditton No 9 and Teversham No 1 – Temporary Closure and Diversion Members noted that following receipt of Information that an application for a temporary (3 month) closure of the footpaths has been made by Marshall’s to facilitate the demolition of the former Peugeot Dealership last month, further correspondence has been received.</p> <p>Members found the map difficult to read as it is annotated with letters that have no key/detail attached to them. Members would like confirmation that the existing Newmarket Road park and ride cycle path will remain untouched. Members raised concerns that the new path appears to be longer than the existing one. It was agreed that the response should be delegated to the Recreation Committee to discuss at their next meeting.</p>	Clerk Rec Comm
1606/21	<p><u>Finance</u> Invoices Members noted that an invoice has been issued to Cambridgeshire County Council 16-001 £625.29 – grant towards grass cutting</p>	
1606/22	<p>Receipts Members noted receipt of the following payment: 13.05.16 HMRC VAT Refund 01.10.15 – 31.03.16 £1,872.85</p>	
1606/23	<p>Payments It was RESOLVED to authorise the following payments – schedule attached at the end of these minutes. The Chair signed the cheques at the meeting and it was agreed that the Clerk will contact the other signatories to countersign outside of the meeting as all three sent apologies to the meeting.</p>	Clerk
1606/24	<p>Balances and Bank Reconciliation (31st May 2016) The Clerk was unable to circulate the balances as the bank statements did not arrive in time to enable reconciliation prior to the meeting.</p>	Clerk
1606/25	<p>Annual Return for y/e 31st March 2016 Internal Audit Members noted that the report has not been received from the Internal Auditor, but no issues were raised on the Annual Return.</p>	

1606/26	<p>Annual Return for y/e 31st March 2016 Sections 1 and 2 It was RESOLVED for the Chair and Responsible Financial Officer to sign Sections 1 and 2 of the Annual Return. Members agreed each statement in Section 1 individually and the Clerk was thanked for her work.</p> <p>Members also noted that the period of inspection for Teversham will run from 13th June 2016 – 22nd July 2016. Notices have been displayed in parish notice boards.</p>	Clerk
1606/27	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk No issues were reported.</p>	
1606/28	<p>Rescheduling of Policy Review Committee Members noted that the Policy Review Committee agreed to cancel the meeting scheduled for 1st June 2016. The next meeting will be held on 18th July 2016.</p>	
1606/29	<p><u>Planning</u> S/1159/16/FL Erection of a single storey side extension, with pitched roof and dormer window to rear. Raising the existing pitched roof ridge to full height, although remaining slightly lower than original part of the building. Putting a dormer window to the rear into the existing loft space for Janna Fisher, 54 Fulbourn Road, Teversham It was RESOLVED to support this application.</p>	Clerk
1606/30	<p>S/1038/16/FL Two storey Side and Frist Floor Front Extension and Garage Conversion 39 Lemur Drive, Teversham for Dr A Shrestha It was RESOLVED to support this application.</p>	Clerk
1606/31	<p>S2682/13/OL WING Development Members noted that the formal decision on the WING development has not yet been issued as SCDC are waiting for s106 to be agreed. This could take a few months.</p>	
1606/32	<p><u>Correspondence</u> Members noted receipt of the following correspondence: War Memorials Trust - No 69 Bulletin</p>	
1606/33	<p>The Ring – No 33 Spring News from Cambridge Past, Present and Future</p>	
1606/34	<p><u>Reports from Parish Council Committees</u> Community Care/Lifeline Committee Members noted that the next meeting is scheduled for <u>13th June 2016 at 6.30pm</u> and that D G Marshall of Cambridge have kindly awarded AGE UK £1,700. A letter of thanks has been sent to Julie Ingham at Marshall's.</p>	
1606/35	<p>Recreation and Environment Committee Members noted that the next meeting has been set for <u>13th June 2016 at 7.30pm.</u></p>	

1606/36	<p>Finance Committee Members noted that the next meeting is scheduled for <u>18th July 2016 at 6.30pm.</u> Councillor Kelleway has sent his apologies.</p>	
1606/37	<p>Policy Review and Staffing Committee Members noted that the next meeting is scheduled for <u>18th July 2016 at 7.30pm.</u> Councillor Kelleway has sent his apologies.</p>	
1606/38	<p>Consultation Committee No meetings planned at this time.</p>	
1606/39	<p>Bus Group There was no report.</p>	
1606/40	<p>Newsletter Members noted that the cut off for the next Teversham News is <u>15th July 2016.</u></p>	
1606/41	<p><u>Reports from Other Groups</u> Teversham C of E Primary School Governors There have been no meetings since the parish council last met.</p>	
1606/42	<p>Bewick Bridge Community Primary School Governors There was no report.</p>	
1606/43	<p>Airport Consultative Committee Councillor Freeman gave a verbal report following the recent meeting of the committee. Commercial flights have ceased, apart from one and in general movements are down by 5%. It was agreed that Councillor Freeman will submit a short article in the next edition of the Teversham News to inform residents of these changes.</p>	Newsltr
1606/44	<p>Neighbourhood Police Panel/Police Issues To receive details of any meetings or issues.</p>	
1606/45	<p>Items to Report Councillor Nicholson reported an issue with overhanging trees in the High Street. As they are within the boundary of a private property, it was agreed Councillor Nicholson will have a chat with the owner.</p> <p>The Clerk apologised for not including a summary of the Pensions workshop she attended with Councillor Amrani on the agenda. A copy of an informative report produced by Councillor Amrani was circulated and a brief discussion took place. Councillor Fisher kindly agreed to become involved and it was agreed that this issue will be added to the agenda of the next Finance Committee meeting.</p> <p>The meeting closed at 9.37pm</p>	Finance Comm

Teversham Parish Council Payment Schedule –
Monday 6th June 2016

Description	Cheque No	Amount
K Quiggin – March Salary – paid 31 st May 2016	BACS	1046.66
M Parcell – March Salary – paid 31 st May 2016	BACS	150.80
Joshua Cowie – March Salary – paid 31 st May 2016	BACS	78.50
Caroline Pittas-Goldsmith – March Salary – paid 31 st May 2016	BACS	204.10
K Quiggin – May 2016 Expenses (paid after 6 th June 2016)	BACS	99.25
SLCC Membership	C302511	149.00
Office Depot – Invoice 968590348	C302512	76.16
CGM – May 2016 Contract Inv 198472	C302513	542.20
Camguard – invoice 6081228	C302514	79.20
Eon – electricity at pavilion	C302515	42.71
June 2016 salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 30 th June 2016		To be calculated
TOTAL (does not include May or June salaries)		988.52