

Minutes of a Meeting of Teversham Parish Council  
on Monday 4<sup>th</sup> July 2016 at Bewick Bridge Community Primary School at 7:30pm

Present: <b>Chair</b>	Dave Kelleway	<b>Vice Chair</b>	Frances Amrani
<b>Councillors</b>	Sam Bramley	Oliver Fisher	Al MacInnes
	Simon Martin	Ian Oxford	

District Councillor Hunt and County Councillor Williams attended until after item 1607/19. The Clerk attended and took the minutes, but left the meeting during item 1607/20.

Members welcomed Anna Mortenson, from Ashtons Legal. Anna represents the solicitor representing the parish council in negotiations with South Cambridgeshire District Council about the transfer of land at Pembroke Way, Teversham.

		Action
<b>1607/01</b>	<b>Public Forum</b> There were no members of the public present at the meeting.	
<b>1607/02</b>	<b>Apologies, Welcome and Introductions</b> Apologies were accepted from Councillors Freeman and Nicholson.	
<b>1607/11</b>	<b>Redevelopment of Pembroke Way</b> The Chairman gave an overview of the discussion he has had with Anna Mortenson from Ashtons Legal. Anna circulated a draft copy of a TP1 for the transfer of land with a restrictive covenant with the intention that the properties remain for use as social housing.  During discussion, District Councillor Hunt said that three of the houses on the site would be sold on the open market. The Chairman pointed out that this was contrary to earlier information District Councillor Hunt and Sarah Lyons from South Cambridgeshire District Council (SCDC), which was that all five homes would be for rented social housing. The Clerk was asked to seek clarification from SCDC.  Members agreed that an overage clause should be inserted into the draft agreement to ensure that if the homes built on land owned by the Parish Council were sold, then the Council would receive financial compensation.  Members agreed that the Chair should continue to liaise with Anna on the parish council's behalf.  Members thanked Anna for coming along and she left the meeting.	DK/Clerk
<b>1607/03</b>	<b>Minutes</b> The minutes of the last meeting held on 6 <sup>th</sup> June 2016 were circulated to members and it was <b>RESOLVED</b> to agree them as a true and accurate record of the meeting. The minutes were signed by the Chair.	Website
<b>1607/04</b>	<b>Vacancies on the Parish Council</b> Members noted that the Clerk received confirmation that the statutory period has passed and the vacancy made following the resignation of Mr Mackay can now be filled by co-option. It was <b>RESOLVED</b> to advertise the two vacancies on the council on the village notice boards and place an article in the Summer 2016 edition of the Teversham News.	Newsletter and Noticeboard

1607/05	<p><b>Elect Members to Committees</b> There were no changes to the memberships of the committees.</p>	
1607/06	<p><b>Report from County Councillor</b> County Councillor Williams gave a very informative verbal report following the decision to consult the public about the proposal on 'devolution'. He also spoke about the recent open day hosted by Highways at Whittlesford and other outstanding highways issues in the parish. Members encouraged County Councillor Williams to write an article about devolution for the next edition of the Teversham News to encourage the parish to become as involved as possible.</p>	Newsletter
1607/07	<p><b>Report from District Councillor</b> District Councillor Hunt circulated written report to members prior to the meeting. Members noted that trees on land near the Church and 1 High Street are in the conservation area, which offers the same protection as a tree preservation order.</p> <p>District Councillor Hunt then explained that she has been approached by the Flack family to ask if the parish council will arrange for the memorial bench on the village green to be painted and also reported that several noticeboards in the village are in poor condition and the slabs close to the one in the High Street have disappeared. Members agreed to include these issues on the next agenda for the Recreation Committee.</p> <p>The Chair thanked both County Councillor Williams and District Councillor Hunt for their work.</p>	Rec Committee
1607/08	<p><b>Clerks Report</b> The Clerk gave a verbal report about the progress of grass and hedge cutting, the upgrade of the electricity meter at the pavilion and confirmed receipt of a new planning application.</p>	
1607/09	<p><b>Proposed Village Hall/Sports Provision</b> The Chair gave a brief report following the recent meeting also attended by Councillor Martin and the Clerk. Members agreed that the working party should arrange a further meeting with Simon Butler-Finbow and report back to the parish council in September. Councillors Bramley and MacInnes were unanimously elected to join the committee, making a total of 4. It was agreed that any 3 of the 4 will attend meetings, along with the Clerk.</p>	Clerk
1607/10	<p><b>Borley Way Skate Park</b> Works to fill the centre ramp with foam have been completed, with mixed responses from residents and users of the park. The Chair has met with the fencing contractor, who is coming back to site to make some adjustments to the fence to ensure there are no gaps at all.</p> <p>It was <b>RESOLVED</b> to contact Foamseal and report the feedback received from residents and explain that there is still a gap at the top of the ramp.</p>	Chair  Clerk/Chair
1607/12	<p><b>Local Government Boundary Commission Electoral Review of South Cambridgeshire: Draft Recommendations</b> Members noted receipt of the joint representation to be submitted by the affected parishes in response to the proposed changes. The Clerk will circulate and arrange for the letter to be signed and returned.</p>	Clerk

1607/13	<p><b>South Cambridgeshire District Council Planning and New Communities Service Update</b></p> <p>Members noted that a response has been sent to South Cambridgeshire District Council outlining the points agreed at the last meeting.</p>	
1607/14	<p><b>New Highways and Street Lighting</b></p> <p>No new issues were reported.</p>	
1607/15	<p><b>Outstanding Highways and Street Lighting Issues</b></p> <p>A brief discussion took place following a verbal report from Councillor MacInnes. A full list of outstanding issues will be prepared in time for the next parish council meeting.</p>	Cllr MacInnes
1607/16	<p><b>Cambridgeshire Highways Depot Open Days</b></p> <p>Councillor MacInnes and the Clerk reported on the detail of their visit to Whittlesford. The focus of their meeting centred around the issues with parking on the High Street/Fulbourn Road outside the car park on match days. It was <b>RESOLVED</b> that the parish should submit a Local Highways Initiative funding bid. By submitting a bid, the parish council can outline all of the issues and danger posed by illegal parking and the officers will look for the best solution.</p>	
1607/17	<p><b>Parking Issues</b></p> <p>Councillor MacInnes circulated some leaflets he has produced, encouraging residents to park legally and sensibly. It was <b>RESOLVED</b> to trial these, predominately in the High Street where cars parking on the footpath is an issue. Councillor MacInnes will also prepare an article for the next edition of the Teversham News. Members thanked Councillor MacInnes for his work.</p>	Cllr MacInnes
1607/18	<p><b>Access Road – High Street</b></p> <p>Members noted that the recent meeting went well with Anglian Water. Works, organised by Anglian Water, are due to commence to reinstate and repair the kerbs and entrance to the concrete road adjacent to the car park.</p>	
1607/19	<p><b>Fen Ditton No 9 and Teversham No 1 – Temporary Closure and Diversion</b></p> <p>Members noted receipt of a response from Mr Hendry explaining that the application does not affect the cycle path.</p> <p><u>Finance</u> <b>Confidential Agenda Item</b></p> <p>District Councillor Hunt, County Councillor Williams and the Clerk left the meeting room.</p>	
1607/20	<p><b>Clerk’s Salary</b></p> <p>It was agreed to award a 1% increase from April 2015, 1% from April 2016 and 1% plus an additional Spinal Scale Point from April 2017 to recognise Kim’s completion of 10 years’ service.</p> <p>It was also agreed that in future years, the Council will normally award salary increases in line with the National Joint Council settlements.</p>	
1607/21	<p><b>Other Staff Salaries</b></p> <p>It was <b>RESOLVED</b> to formally ratify increase in line with the UK Living Wage from 1<sup>st</sup> April 2016. Copy of report attached in file.</p>	

1607/22	<p><b>Invoices</b> Members noted that the following invoices have been issued: Borley Brothers – Way Leave £1 Focus School – Hire of pitch hire £30</p>
1607/23	<p><b>Receipts</b> Members noted receipt of the following payments: Cambridgeshire County Council – Invoice 16-001 £625.29</p>
1607/24	<p><b>Payments</b> It was <b>RESOLVED</b> to authorise all payments as detailed on the payment schedule circulated at the meeting (copy attached at the end of these minutes).</p>
1607/25	<p><b>Balances and Bank Reconciliation</b> Members noted that the reconciled balances to 31<sup>st</sup> May 2016 were: <b>£150,697.34</b></p>
1607/26	<p><b>Annual Return for y/e 31<sup>st</sup> March 2016</b> Members noted that the Annual return has been submitted for y/e 31<sup>st</sup> March 2016.</p>
1607/27	<p><b><u>Policies and Parish Council Administrative Housekeeping</u></b> <b>Monthly Consideration of Parish Council Risk</b> There were no issues to consider.</p>
1607/28	<p><b><u>Correspondence</u></b> Members noted receipt of the following correspondence: <b>Cambridgeshire County Council – Rights of Way Improvement Plan.</b></p>
1607/29	<p><b>Network Rail – Anglia Level Crossing Proposals – does not affect any in Teversham.</b></p>
1607/30	<p><b>CPRE – Cambridgeshire Voice – Summer 2016 edition</b></p>
1607/31	<p><b><u>Reports from Parish Council Committees</u></b> <b>Community Care/Lifeline Committee</b> Members noted receipt of a copy of the draft minutes of the last meeting held on 13<sup>th</sup> June 2016. The next meeting is scheduled for 14<sup>th</sup> November 2016.</p>
1607/32	<p><b>Recreation and Environment Committee</b> Members noted receipt of a copy of the draft minutes of the last meeting held on 13<sup>th</sup> June 2016. The next meeting is scheduled for 17<sup>th</sup> October 2016. It was <b>RESOLVED</b> to defer making any decisions about play equipment repairs until after the next inspections due to be carried out w/c 4<sup>th</sup> July 2016.</p>
1607/33	<p><b>Finance Committee</b> Members noted that the next meeting is scheduled for <u>18<sup>th</sup> July 2016 at 6.30pm.</u> To date, apologies have been received from Councillor Kelleway.</p>
1607/34	<p><b>Policy Review and Staffing Committee</b> Members noted that the next meeting is scheduled for <u>18<sup>th</sup> July 2016 at 7.30pm.</u> To date, apologies have been received from Councillor Kelleway.</p>
1607/35	<p><b>Consultation Committee</b> No meetings planned at this time.</p>
1607/36	<p><b>Bus Group</b></p>

	<p>There have been no meetings.</p>	
<b>1607/37</b>	<p><b>Newsletter</b> Members noted that the cut off for the next Teversham News is <b><u>15<sup>th</sup> July 2016.</u></b></p>	
	<p><b><u>Reports from Other Groups</u></b></p>	
<b>1607/38</b>	<p><b>Teversham C of E Primary School Governors</b> Councillor MacInnes confirmed that the plans to change the use of the school house are progressing.</p>	
<b>1607/39</b>	<p><b>Bewick Bridge Community Primary School Governors</b> There was no report.</p>	
<b>1607/40</b>	<p><b>Airport Consultative Committee</b> Members noted that there have been no meetings since the last one. The next meeting is scheduled for November 2016.</p>	
<b>1607/41</b>	<p><b>Neighbourhood Police Panel/Police Issues</b> There was no report as Councillor Oxford was unable to attend the last meeting.</p>	
	<p><b><u>Planning</u></b></p>	
<b>1607/42</b>	<p><b>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</b> It was <b>RESOLVED</b> to support the application. No formal notice has been received but Councillor Fisher reported that planning has been granted.</p>	
<b>1607/43</b>	<p><b>S/1038/16/FL Two storey Side and Frist Floor Front Extension and Garage Conversion 39 Lemur Drive, Teversham for Dr A Shrestha</b> It was <b>RESOLVED</b> to support the application.</p>	
<b>1607/44</b>	<p><b>S/1372/16/FL First Floor Extension for Mr Pescod at 13 Lemur Drive</b> At the meeting held on 6<sup>th</sup> June 2016, it was <b>RESOLVED</b> to make no recommendation.</p>	
<b>1607/45</b>	<p><b>S/1426/16/FL Part two storey, part two storey side and rear extension and single storey front extension for Mr Wright at 104 Lucerne Close, Fulbourn</b> It was agreed not to comment on this application as the property is in Fulbourn.</p>	
<b>1607/46</b>	<p><b>S/1448/16/FL First Floor Side Extension and Garage Conversion for Mrs K Imran at 4 Caribou Way, Teversham dated 14<sup>th</sup> June 2016.</b> It was <b>RESOLVED</b> to make no recommendation.</p>	
<b>1607/47</b>	<p><b>The Planning Inspectorate, Appeal by Mr Rahman for 1 High Street, Teversham S/1098/15/OL</b> Members noted that this appeal has been dismissed. Members also noted As part of the decision, one of the main issues was a tree adjacent to the eastern side of the boundary of the site has been identified as a ‘notable feature in the street scene and makes a positive contribution to the setting’. District Councillor Hunt has kindly confirmed that as this property is within a conservation area, the tree is protected and there is no need to take out a Tree Preservation Order as suggested by the Chair.</p>	

<b>1607/48</b>	<b>S/1543/16/FL Garage Extension for Mr Brian Wiles, 8 The Lynx, Teversham dated 28<sup>th</sup> June 2016</b> It was <b>RESOLVED</b> to make no recommendation.	Sept Agenda
<b>1607/49</b>	<b>Items to Report</b> Members discussed if it would be beneficial to consider producing a Neighbourhood Plan. It was agreed to add this to the next agenda for consideration. Members did note that the parish council have previously decided not to produce one following the discussions with Fulbourn to work together.  The Chair presented the Clerk with flowers and a card to mark 10 years service as Clerk for Teversham Parish Council. He thanked the Clerk for her work and this was echoed by members. The Clerk thanked everyone for their kindness and support.	

**The meeting closed at 9.47pm**

**1607/24 Payments**

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

Description	Cheque No	Amount
K Quiggin – June Salary – paid 30 <sup>th</sup> June 2016	<b>BACS</b>	1169.26
M Parcell – June Salary – paid 30 <sup>th</sup> June 2016	<b>BACS</b>	150.80
Joshua Cowie – June Salary – paid 30 <sup>th</sup> June 2016	<b>BACS</b>	78.50
Caroline Pittas-Goldsmith – June Salary – paid 30 <sup>th</sup> June 2016	<b>BACS</b>	204.10
K Quiggin – June 2016 Expenses (paid after 4 <sup>th</sup> July 2016)	<b>BACS</b>	85.73
PAYE Months 1, 2 & 3	<b>BACS</b>	713.87
Foamseal	<b>C302516</b>	2160.00
CGM – June Landscaping costs	<b>C302517</b>	542.20
CGM – Foxgloves Maintenance for 2015/2016	<b>Inc above</b>	6096.00
Office Depot	<b>C302518</b>	87.83
SCDC Lifeline (payable to Post Office Ltd)	<b>C302519</b>	58.11
Cambridge City Council – Lifeline	<b>C302520</b>	97.89
July 2016 salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 29 <sup>th</sup> July 2016. August 2016 salaries will be paid on 31 <sup>st</sup> August 2016		To be calculated
<b>TOTAL (does not include Salary Payments)</b>		<b>9841.63</b>