

Minutes of a Meeting of Teversham Parish Council
on Monday 3rd October 2016 at Bewick Bridge Community Primary School at 7:30pm

Present: Chair	Dave Kelleway	Vice Chair	Frances Amrani
Councillors	Sam Bramley	Oliver Fisher	Liz Freeman Al MacInnes
	Simon Martin	Michael Nicholson	Ian Oxford

County Councillor Williams attended until after item 1610/21. The Clerk attended and took the minutes. Two members of the public attended the meeting.

		Action
1610/01	Public Forum There were no questions.	
1610/02	Apologies, Welcome and Introductions There were no apologies.	
1610/03	Minutes The minutes of the last Parish Council meeting held on 5 th September 2016 were agreed and signed by the Chair, subject to the following amendments, agreed by members: 1609/07 My response: District Councillor Hunt's response: and 1609/54 Bradley Bramley.	
1610/04	Vacancies on the Parish Council There were no applications. It was RESOLVED to advertise the vacancies on the noticeboards.	Clerk
1610/05	Elect Members to Committees There were no changes.	
1610/06	Report from County Councillor County Councillor Williams gave a verbal report. He explained that the County Council is now a Permitted Authority. This means that any contractor wishing to carry out roadworks will have to apply for a permit. This will allow the authority to fine contractors if they over run and will ensure better co-ordination and less disruption. County Councillor Williams also gave a brief update on the all of the boundary changes (County, District and Parliamentary). He also reported that the meetings to discuss devolution have been deferred until mid-November. County Councillor Williams answered several questions. The first from Councillor Amrani about Fulbourn's responses to the proposed boundary changes. The second was from Councillor MacInnes who asked County Councillor Williams for an update on highways issues. A discussion took place, and it was agreed to invite Evan Laughlin to the next meeting to enable us to discuss the system used to prioritise issues and discuss issues in Teversham.	Nov Meeting

	<p>Councillor Kelleway asked if any progress had been made regarding the idea to work with Fulbourn to lower the speed limit along Teversham Road, Fulbourn. A lengthy discussion took place and it was agreed that the Clerk will contact Fulbourn Parish Council to establish if they are interested in lowering the speed limit. It was also agreed to establish if more than one Local Highways Initiative can be submitted at one time.</p>	Clerk
1610/07	<p>Report from District Councillor The Chair read from a report circulated by District Councillor Hunt prior to the meeting. There were no questions. However Councillor Amrani raised a query about the decision South Cambridgeshire District Council have made to make a loan to fund the new ice rink.</p>	
1610/08	<p>Clerks Report The Clerk gave a verbal report. There were no questions.</p>	
1610/09	<p>Proposed Village Hall/Sports Provision There has been no progress on this project.</p>	
1610/10	<p>Borley Way Skate Park The Chair explained that Pharoah Fencing quoted £363.00 to repair the broken panel, install a new panel and close all of the gaps at the bottom of the fence. It was RESOLVED to accept this quotation.</p> <p>Members discussed the complaints received from residents and it was agreed to arrange a further meeting with all residents once the fencing works have been completed.</p> <p>Councillor Kelleway reported on an issue with the size of the hedge at the entrance at Borley Way. It was agreed that the Clerk should obtain a quotation for this hedge to be cut down to around 2m to allow for easy future maintenance.</p>	Clerk All Clerk
1610/11	<p>Borley Way Skate Park - Enforcement Members noted that no formation notification or communication has been received from South Cambridgeshire District Council regarding Ref: ENF/0353/16 – Land East of Cherry Hinton Road, Teversham.</p>	
1610/12	<p>Redevelopment of Pembroke Way The Chair gave a verbal report. The Solicitor working on behalf of the Parish Council has had no feedback from South Cambridgeshire District Council.</p>	
1610/13	<p>Cambridgeshire County Council Community Highways Volunteering Scheme Councillors MacInnes and Fisher confirmed that they are due to meet in the next few weeks to discuss the scheme and how it might work in Teversham.</p>	Cllrs MacInnes & Fisher
1610/14	<p>Hire of Recreation Ground by Focus School Councillors Amrani and Freeman both reported on very positive visits to the recreation ground whilst it was being used by Focus School. It was agreed to continue to monitor the use.</p>	Cllrs Amrani & Freeman

1610/15	<p>Parish Online</p> <p>Members noted that an application has been submitted for a year's licence following short evaluation. It was RESOLVED to authorise a payment of £124.80 included in payment schedule for October 2016.</p>	
1610/16	<p>South Cambridgeshire District Council Parish Planning Forum</p> <p>Details of the meeting scheduled for Monday 10th October 2016 at 6.30pm at South Cambs, Cambourne were circulated. Councillor Freeman kindly agreed to attend on behalf of Teversham.</p>	Cllr Freeman
1610/17	<p>South Cambridgeshire District Council Flood Awareness and Preparedness Questionnaire</p> <p>Councillor Fisher agreed to complete the questionnaire on behalf of Teversham.</p>	Cllr Fisher
1610/18	<p>New Highways and Street Lighting</p> <p>Councillor Oxford reported an issue with the lamp close to the bench close to the entrance at Sheppard Way. The Clerk will investigate and report the issue.</p>	Clerk
1610/19	<p>Outstanding Highways and Street Lighting Issues</p> <p>Councillor MacInnes reported these issues under 1610/06 and the discussion continued. Queries were raised as to why the footpaths at Impala Drive and Fennec Close have been resurfaced instead of Church Road, which is in very poor condition.</p> <p>An issue with the weeds growing in between the kerb and footpath along the cycle path Airport Way was reported by Councillor MacInnes. County Councillor Williams confirmed that spraying has commenced and this issue should be addressed.</p>	
1610/20	<p>Cambridgeshire Highway Improvement (LHI) for 2017/2018</p> <p>The Clerk confirmed that she is working on the application and will submit a draft for discussion at the Recreation Committee meeting on 17th October 2016.</p>	Clerk
1610/21	<p><u>Finance</u> Invoices</p> <p>Members noted that invoice 16-004 – Focus School – Hire of Recreation Ground £105.00 dated 22nd August 2016 has been issued.</p>	
1610/22	<p>Receipts</p> <p>As the bank statements were not received before the meeting, no receipts were reported. Any receipts received during September will be reported at the next meeting.</p>	Nov Meeting
1610/23	<p>Payments</p> <p>It was RESOLVED to authorise the payments detailed on the payment schedule, included on the last page of these minutes. Members RESOLVED to donate £50 to the Royal British Legion Poppy Appeal and Councillor MacInnes kindly agreed to lay the wreath on behalf of Teversham Parish Council.</p>	Clerk
1610/24	<p>Balances and Bank Reconciliation</p> <p>The balances as at 31st August 2016 were circulated and noted by members.</p>	

1610/25	<p>Annual Return for y/e 31st March 2016 Members noted that the signed/completed Annual Return for y/e 31/03/16 has been received and copies have been displayed on each of the parish noticeboards along with a formal Notice of Conclusion of Audit.</p> <p>There were no issues or comments made by the external auditor. A copy of the Internal Auditors report has also been received and there are no issues or comments.</p> <p>The Chair thanked the Clerk for her work.</p>	
1610/26	<p>Pension Scheme Councillors Fisher and Amrani gave a verbal report. It was RESOLVED to accept their recommendation to proceed with the scheme offered by NEST. Councillor Fisher will commence the process and present the final costs and options to members at the Finance Committee meeting scheduled for 24th November 2016. The Chair thanked both Councillors for their work.</p>	Cllrs Fisher & Amrani Finance C
1610/27	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk There were no issues.</p>	
1610/28	<p>Dates for Meetings 2017 It was RESOLVED to agree the dates presented for parish council and committee meetings for 2017. These will be circulated to members and put on the website. The Clerk will make the appropriate bookings with Bewick Bridge Community Primary School.</p>	Clerk
1610/29	<p><u>Correspondence</u> Members noted receipt of the following correspondence. Cambridgeshire County Council Consolidated Definitive Map and Statement of Public Rights of Way in Cambridgeshire</p>	
1610/30	<p>South Cambridgeshire District Council Application to designate the ‘Stapleford and Great Shelford Neighbourhood Area’</p>	
1610/31	<p>The Local Government Boundary Commission for England Electoral Review of Cambridgeshire: Final Recommendations</p>	
1610/32	<p>Cambridgeshire County Council – Grants available for Young People</p>	
1610/33	<p>The Cambridge Independent</p>	
1610/34	<p>SLCC</p>	
1610/35	<p>Cambridge Past, Present and Future</p>	
1610/36	<p>Cambridge Building Society</p>	

1610/37	<p><u>Committees</u></p> <p>Recreation and Environment Committee Members noted that the next meeting is scheduled for 17th October 2016.</p> <p>Members considered the report/quotation from Safeplay and a lengthy discussion took place. It was RESOLVED that the Clerk should go back to the supplier and negotiate a significant discount on the quote as there are so many small like for like repairs required. The new quotation will then be presented for final approval at the next Recreation Committee meeting on 17th October for final authorization.</p>	Clerk Rec Comm
1610/38	<p>Finance Committee Members noted that a budget meeting has been arranged to enable the Clerk and Chairman to work on the budget for 2017/2018 on 24th October. The next Finance Committee meeting is scheduled for 21st November 2016 at 7.30pm.</p>	Chair Clerk
1610/39	<p>Policy Review and Staffing Committee Members noted that the next meeting is scheduled for 20th February 2017.</p>	
1610/40	<p>Consultation Committee There is no meeting scheduled at the present time.</p>	
1610/41	<p>Community Care / Lifeline Committee Members noted that the next meeting is scheduled for 6.30pm 21st November 2016.</p>	
1610/42	<p>Bus Group There was no report.</p>	
1610/43	<p>Newsletter Members noted that the cut off for the next Teversham News is <u>15th October 2016.</u></p>	Clerk
1610/44	<p><u>Reports from Other Groups</u> Teversham C of E Primary School Governors Councillor MacInnes gave a brief verbal report.</p>	
1610/45	<p>Bewick Bridge Community Primary School Governors There was no report.</p>	
1610/46	<p>Airport Consultative Committee Members noted that no meetings have been held since the last one in May. The next meeting is scheduled for November 2016.</p>	
1610/47	<p>Neighbourhood Police Panel/Police Issues Crime Prevention Event Members noted that there is an event on Wednesday 12th October 2016 in the village hall at Ickleton between 5pm and 8pm.</p>	
1610/48	<p><u>Planning</u> Members noted the following issues concerning planning: S/1718/16/FL Orangery at 17 Church Road, Teversham for Mr K Stockbridge Members agreed to make no recommendation at the meeting held on 5th September 2016.</p>	

1610/49	<p>S/2066/16/FL Two Storey Rear Extension, First Floor Front Extension and Garage Conversion for Mr Sinha at 71 Eland Way, Teversham Members of the parish council recommended refusal on grounds of overdevelopment at the meeting held on 5th September 2016.</p>	
1610/50	<p>S/2142/16/PA Prior approval application for flat roofed rear extension 63 Fulbourn Old Drift, Teversham for Mr Crisp Notification has been received that prior approval has been refused dated 23rd September 2016.</p> <p>The following three applications were noted and discussed at the meeting. As they were received after the agenda was issued, they will be formally included on the November agenda.</p> <p>S/2210/16/FL – Change of use from residential (C3) to education facility (D1) for Teversham C of E Primary School Application has been approved.</p> <p>S/2518/FL First Floor Extension to the House 16 Ferndale for Mr & Mrs Menzies Members agreed to make no recommendation.</p> <p>S/2521/16/FL – Single Storey rear extension 39 Whitgift Road for Mr & Mrs Anoop Nellerkkal Members agreed to object the application due to concerns with overdevelopment, loss of garden and impact of loss of light on neighbours property.</p>	
1610/51	<p>Items to Report Councillor Amrani asked if members would be interested in looking into a scheme being run by the Woodland Trust for schools and community groups to plant trees. It was agreed to add this to the Recreation Committee agenda.</p> <p>Councillor MacInnes confirmed that Hope Community Church will once again host an event to switch on Christmas lights at the village green. He hopes this will be on 1st December 2016.</p> <p>He also invited everyone to come along to the Service of Remembrance and reminded everyone that the Cambridge Celebrates Age event is being held on Friday 7th October 2016.</p> <p>Councillor Martin asked for the lay-by to be added to the agenda of the next meeting and asked if the Clerk could hasten Marshall's about repairing the bollards at the entrance to their car park adjacent to the Church as large vehicles are using it overnight.</p> <p>Councillor Martin also commented on the poor service delivered by CGM. The Clerk invited all Councillors to come along to a meeting that she has arranged with the latest Area Manager on Tuesday 11th October 2016 at 11am.</p> <p>Councillor Nicholson submitted his apologies for the next Finance Committee meeting on 24th November 2016.</p> <p>The meeting closed at 9.42pm</p>	<p>Nov Mtg</p> <p>Nov Mtg</p> <p>Clerk</p>

Teversham Parish Council Payment Schedule
Monday 3rd October 2016

Description	Cheque No	Amount
K Quiggin – September Salary – paid 30 th September 2016	BACS	1062.39
M Parcell – September Salary – paid 30 th September 2016	BACS	158.40
Joshua Cowie — September Salary – paid 30 th September 2016	BACS	82.50
Caroline Pittas-Goldsmith – September Salary – paid 30 th Sept 2016	BACS	214.50
Royal British Legion – Poppy Wreath Donation	C302526	50.00
CPALC - Cost of pension training for Clerk and Cllr Amrani	C302527	20.00
Information Commissioners Office – Data Protection Registration	C302528	35.00
South Cambridgeshire District Council – Life Line	C302529	58.11
Cambridge City Council - Lifeline	C302530	97.89
Parish Online – Annual Subscription	C302531	124.80
MiJan Limited – Internal Audit	C302532	75.00
Littlejohn – External Audit	C302533	480.00
CGM – Grounds Maintenance	C302534	542.40
PAYE Months 4,5 & 6	BACS	767.41
K Quiggin – expenses for July, Aug and Sept	BACS	46.91
October salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 28 th October 2016	BACS	To be calculated 25 th October 2016
TOTAL (does not include Salary Payments)		£2,297.52

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