

Teversham Parish Council

Minutes of a Meeting of Teversham Parish Council
on Monday 6th March 2017 at Hope Community Church at 7:30pm

Present: **Chair** Dave Kelleway
Councillors Frances Amrani Sam Bramley Oliver Fisher
 Al MacInnes Michael Nicholson Ian Oxford
 Chris van der Walle

County Councillor Williams arrived after item 1703/47. The Clerk attended and took the minutes. 4 members of the public attended for the entirety of the meeting.

| | | Action |
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| 1703/01 | <p>Public Forum There were no questions.</p> | |
| 1703/02 | <p>Apologies, Welcome and Introductions Apologies were accepted from Councillors Freeman and Martin. District Councillor Hunt also sent her apologies and County Councillor John Williams explained he will be late.</p> | |
| 1703/03 | <p>Minutes The minutes of the last Parish Council meeting held on 6th February 2017 were agreed and signed by the Chair.</p> | |
| 1703/04 | <p>Vacancies on the Parish Council Mrs I Hills has expressed an interest in joining the Council and came along to the meeting to observe. As no formal applications have been received, it was RESOLVED to re-advertise the vacancy on the parish noticeboards.</p> | Clerk |
| 1703/05 | <p>Elect Members to Committees There were no changes to Committee memberships.</p> | |
| 1703/06 | <p>Report from County Councillor A report submitted by County Councillor Williams prior to the meeting was circulated and read out by the Chair. Members raised some questions and it was agreed to raise these with County Councillor Williams upon his arrival.</p> | |
| 1703/07 | <p>Report from District Councillor District Councillor Hunt did not submit a report in her absence. However, she did ask for members to note that South Cambridgeshire District Council have awarded AGE UK a grant of £1,600 towards the Teversham Warden Scheme.</p> | |
| 1703/08 | <p>Clerks Report The Clerk gave a verbal report. This included an update on several projects, actions to address issued raised by Mr and Mrs Wilkie and confirmation that the parish council website is now up and running. Copy attached to minutes in the file.</p> | |
| 1703/09 | <p>Borley Way Skate Park Enforcement Notice Ref: ENF/0353/16 – Land East of Cherry Hinton Road Members noted correspondence from both Mr Critoph (resident of Sheppard Way) and from Susan Walford, the officer dealing with the case. Members endorsed the view of Susan Walford that there is little they can do until South Cambridgeshire District Council report back with their findings.</p> | |

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| 1703/10 | <p>Borley Way Skate Park – Retrospective Planning Application for Fence S/3086/16/FL</p> <p>Members noted that the statutory period for this application expired on 7th February 2017. To date, no decision has been published by South Cambridgeshire District Council.</p> | |
| 1703/11 | <p>Redevelopment of Pembroke Way</p> <p>Members noted that there has been no progress on the transfer of land from the parish council to South Cambridgeshire District Council. It was agreed that the Clerk should hasten South Cambridgeshire District Council.</p> | Clerk |
| 1703/12 | <p>Proposed Village Hall/Sports Provision</p> <p>There was no report.</p> | |
| 1703/13 | <p>Vacancy for Parish Clerk</p> <p>Members noted that the Clerk, Mrs K Quiggin, has tendered her resignation and her last day of employment will be 19th May 2017. It was RESOLVED to start the recruitment process as soon as possible to allow a smooth handover. It was RESOLVED to place an advertisement in the local press, costing approximately £249.00 and it was also agreed to delegate the recruitment process to the Policy Review Committee. They will meet at 6.30pm on Monday 13th March 2017. In the meantime, the vacancy has been posted on the CAPALC website, distributed by the SLCC and also advertised on all parish noticeboards and placed on the parish council website.</p> | Clerk/ PR&S Comm |
| 1703/14 | <p>Grass Cutting Tender</p> <p>Members noted a verbal report given by the Chair regarding the quotations received and the recommendations of the committee following their special meeting on Monday 27th February 2017. It was RESOLVED to award the contract to Hamill Landscaping for one year, subject to the option to extend for a further two year period from 1st April 2017.</p> | Clerk |
| 1703/15 | <p>Existing Highways and Street Lighting Issues</p> <p>Members noted that issues have been reported in Fulbourn Road, Fulbourn Old Drift and Sheppard Way.</p> <p>Members were delighted by the news from Councillor John Williams that the Highways and Infrastructure Committee has allocated Teversham £37,000 from the 2017/2018 budget to resurface the school side of Church Road. Members thanked Councillor MacInnes and the Clerk for their work.</p> | |
| 1703/16 | <p>New Highways and Street Lighting</p> <p>The Chair reported that one of the priority signs on Fulbourn road (at the pinch point) has been damaged and is dangerous as the post is rusty where it has snapped.</p> <p>The Chair also raised an issue reported to him by a resident in Sheppard Way with parking. The number of parked cars in the area has increased dramatically. Assistance in finding out which authority to contact to apply/fund a disable parking bay has also been requested. Members discussed the issues and several different options were deliberated. It was agreed that, in the first instance, the Clerk should contact South Cambridgeshire District Council to find out if they would consider offering further land for parking, subject to consultation with residents and if they</p> | Clerk Clerk |

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| 1703/17 | would be able to provide a marked disabled space for the resident of No 49 Sheppard Way. | |
| | Local Highways Improvement Funding Bid | |
| 1703/18 | Members noted that the panel Local Highways Improvement Fund panel have made their recommendations and we await the outcome of our bid for double yellow lines. | |
| | Finance | |
| | Donations | Clerk |
| 1703/19 | Members noted receipt of the draft copy of the minutes of the Committee meeting held on Monday 20 th February 2017. It was RESOLVED to agree the recommended donations presented Item 1702/310. It was also RESOLVED to award a grant of £600 to All Saints Church towards the cost of the maintenance of the Churchyard. | |
| | Invoices | |
| 1703/20 | Members noted that no Invoices have been issued this month. | |
| | Receipts | |
| 1703/21 | Members noted that there have been no receipts during February 2017. | Clerk |
| | Payments | |
| 1703/22 | It was RESOLVED to authorise payments detailed on the payment schedule (copy on the last page of these minutes). Cheques were signed by Councillors Oxford and Amrani. | |
| | Balances and Bank Reconciliation | |
| 1703/23 | A full bank reconciliation and details of balances held as at 28 th February 2017 were presented at the meeting, reviewed by Councillors Amrani and Fisher. Members also noted that Interest earned on the Council Saver Account held with Cambridge Building Society at 31 st December 2016 was £479.36. | |
| | Pension Scheme | |
| 1703/24 | Councillor Fisher kindly agreed to assist the Clerk. | |
| | <u>Policies and Parish Council Administrative Housekeeping</u> | |
| | Monthly Consideration of Parish Council Risk | |
| 1703/25 | Members considered this issue and it was agreed that there are no issues. | |
| | Minutes of Policy Review Committee | |
| 1703/26 | Members noted receipt of a copy of the draft minutes of a meeting of the Policy Review and Staffing Committee on 20 th February 2017. | |
| | Grants Policy | |
| 1703/27 | It was RESOLVED to endorse the changes recommended by the committee - add 'unless required' after 'you DO NOT need to complete this form' on page 3, and adopt the policy. | |
| | Training and Development | |
| 1703/28 | It was RESOLVED to endorse the recommendation made by the committee to make no changes to the current Training and Development Policy. | |
| | Data Protection Policy | |
| | It was RESOLVED to endorse the recommendation made by the committee to make no changes to the current Data Protection Policy. | |

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| 1703/29 | <p>BACS Payments to Suppliers</p> <p>The recommendation by members that a formal procedure to authorise payments should be adopted, as follows was considered by members.</p> <ul style="list-style-type: none"> • The Clerk will add space for two of the four Councillor bank signatories to initial the Payment Schedule presented at the meeting. • The Clerk will then add the payments via Internet Banking, to be authorised on-line by two of the four signatories (in the same way as they do for salaries). • The Clerk will then attach a copy of the authorised payments to the payment schedule for audit purposes. <p>It was RESOLVED to add this procedure to the Financial Regulations for Teversham Parish Council with immediate effect.</p> | Clerk |
| 1703/30 | <p>Committees</p> <p>Recreation and Environment Committee</p> | |
| 1703/31 | <p>Members noted that the next meeting is scheduled for <u>20th March 2017 at 7.30pm at HCC.</u></p> | |
| 1703/32 | <p>Finance Committee</p> <p>Members noted that the next meeting is scheduled for <u>24th April 2017 at 6.30pm at HCC.</u></p> | |
| 1703/33 | <p>Policy Review and Staffing Committee</p> <p>Members noted that the next meeting is scheduled for <u>13th March 2017 at 6.30pm at HCC.</u></p> | |
| 1703/34 | <p>Consultation Committee</p> <p>Members noted that no meeting is scheduled at the present time.</p> | |
| 1703/35 | <p>Community Care / Lifeline Committee</p> <p>Members noted that the next meeting has been scheduled for <u>20th March 2017 at 6.30pm at HCC.</u> Councillor MacInnes confirmed that several members of the Hope Community church team will be attending the South East Parishes Forum – Supporting Older People at Townley Memorial Hall, Fulbourn on 8th March 2017 5pm – 7.30pm.</p> <p>Members also noted that SCDC have awarded the Teversham Warden Scheme, run by AGE UK £1,600 – the full amount requested by AGE UK. This was also noted under item 1703/07.</p> | |
| 1703/36 | <p>Bus Group</p> <p>There was no formal report, but members noted that more people seem to be using the Whippet service running towards the city.</p> | |
| 1703/37 | <p>Newsletter</p> <p>Members noted that the cut off for the next edition is 17th April 2017.</p> | |
| | <p>Reports from Other Groups</p> <p>Teversham C of E Primary School Governors</p> <p>Councillor MacInnes reported on the excellent outcome of the recent OFSTED report,</p> | Clerk |

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| 1703/38 | <p>with the school being rated GOOD in all aspects. It was agreed that a letter of congratulations should be sent from the parish council.</p> <p>Councillor MacInnes also reported that there has been another near miss on the crossing outside of the school, due to poor and inconsiderate parking. The school has written to all parents/carers to reiterate the dangers. It was agreed that the parish council will assist in any way they can. It was agreed that Councillor MacInnes will come back to the parish council with some ideas from the school that could include new bollards and providing disabled parking spaces.</p> | |
| 1703/39 | <p>Bewick Bridge Community Primary School Governors</p> <p>Members noted there was no report.</p> | |
| 1703/40 | <p>Airport Consultative Committee</p> <p>Members noted that this group does not meet again until May 2017.</p> | Clerk |
| 1703/41 | <p>Neighbourhood Police Panel/Police Issues</p> <p>Members noted that Councillor Oxford was unable to attend the last panel meeting. However, he did encourage members to follow the link below to report issues with parking – the more reports there are, the more likely that the police will visit and enforce parking restrictions. The link has been left on these minutes as it is ‘live’ and can be accessed once these minutes are published on the parish council website https://docs.google.com/forms/d/e/1FAIpQLScjphSwVKwXXxZ4CK24OIF5CkGEAgEBGXN4dDaIJH-li6slnA/viewform?c=0&w=1</p> <p>Members also noted details of a Community Safety Day on Saturday 18th March 09:30 – 12:30 at South Cambridgeshire District Council’s offices at Cambourne.</p> | |
| 1703/42 | <p><u>Correspondence</u></p> <p>Members noted receipt of the following correspondence:</p> <p>South Cambridgeshire District Council</p> <p>Confirmation that the order has been passed to change from members being elected by thirds to all out elections every four years. The next election for Teversham Parish Council will be held in May 2018 and every four years after.</p> | |
| 1703/43 | <p>Cambridgeshire Voice – Winter/Spring edition of the magazine from CPRE.</p> | |
| 1703/44 | <p>War memorials Trust – February 2017</p> | |
| 1703/45 | <p>Cambridge Water Co – notification of changes</p> <p><u>Planning</u></p> | |
| 1703/46 | <p>Appeal Decision</p> <p>APP/W0530/X/16/3150563 10 Church Road, Teversham, dated 16th February 2017</p> <p>Members noted that the appeal is dismissed.</p> | Clerk |
| | <p>38 High Street, Teversham</p> <p>Members noted that an informal request to consider the feasibility of a small residential development has been received from Mr Vos. Councillor Oxford declared an interest and did not take part in the discussions. Members noted that the proposal for housing to ‘fill’ the land between the High Street and Sheppard Way, would mean gaining access across land on which a bench, the parish noticeboard and litter bin are sited. It would also lead to loss of on road parking. Members agreed to write back, reserving the right to comment once full plans have been submitted and outline the</p> | |

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| 1703/47 | <p>most pressing issues are access and loss of parking in Sheppard Way.</p> <p>Items to Report</p> <p>Councillor Amrani reminded members of the development in Cow Lane, Fulbourn. Councillor Bramley asked when the replacement play equipment will be installed at the Recreation Ground. The Clerk confirmed this has been scheduled for the first week in April.</p> <p>The Chair closed the meeting at 8.52pm, and then re-opened it as County Councillor John Williams arrived. Several queries were raised regarding the County Council's decision to not to raise council tax and to only use 2% of the possible 3% increase for social care. A short discussion took place and County Councillor Williams gave his view and encouraged members to write directly to the General Purposes Committee with their views.</p> | |
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The meeting closed at 8.59pm.

Teversham Parish Council Payment Schedule
Monday 6th March 2017

| Description | Cheque No | Amount | Sig 1 | Sig 2 |
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| K Quiggin – February Salary – Paid 28.02.17 | BACS | 1062.19 | | |
| M Parcell – February Salary – Paid 28.02.17 | BACS | 158.40 | | |
| Joshua Cowie — February Salary – Paid 28.02.17 | BACS | 82.50 | | |
| Caroline Pittas-Goldsmith – February Salary – Paid 28.02.17 | BACS | 214.50 | | |
| Kim Quiggin Expenses – Dec, Jan and Feb | BACS | 110.59 | | |
| CGM – February 2017 – village contract only. No invoice received for Foxgloves yet. | C302557 | 542.20 | | |
| Queensbury – replacement panels for bus shelters | C302558 | 514.42 | | |
| Cambridgeshire County Council – Part Night Street Lighting 240 lights April 2016 – December 2016 | C302559 | 720.44 | | |
| *Cambridgeshire County Council – Energy Invoice 1 st October 2015 – 30 th September 2016 (to be recalculated – less than £2,699.34 | C302560 | 1097.36 | | |
| Safeplay – remove slide at Recreation Ground | C302561 | 450.00 | | |
| Safeplay – new benches and bins and Sheffield bike hoops | C302561 | 2221.57 | | |
| Teversham Conservative Club | C302562 | 576.00 | | |
| Hope Community Church | C302563 | 130.00 | | |
| All Saints Church – Annual Donation £600 budget – to be agreed | C302564 | 600.00 | | |
| Broadway Farm | C302565 | 150.00 | | |
| Magpas Air Ambulance | C302566 | 100.00 | | |
| Lunch Together (Hope Community Church) | C302567 | 200.00 | | |
| Cambridgeshire Lowland Search and Rescue | C302568 | 75.00 | | |
| EACH | C302569 | 100.00 | | |
| Al MacInnes – mileage to Highways Panel Hearing | BACS | 9.90 | | |
| March salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 31 st March 2017 | BACS | To be calculated | | |
| TOTAL (does not include Salary Payments) | | 7597.48 | | |

K Quiggin
6th March 2017

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