

Teversham Parish Council

Minutes of a Meeting of Teversham Parish Council
on Monday 3rd April 2017 at Bewick Bridge Community Primary School at 7:30pm

Present: Chair	Dave Kelleway		
Councillors	Sam Bramley	Oliver Fisher (7.35pm)	Liz Freeman
	Simon Martin	Ian Oxford	Chris van der Walle

District Councillor Hunt attended and left the meeting after item during item 1704/09. County Councillor Williams also attended, left the meeting for a short time during 1704/09 and then re-joined the meeting. The Clerk attended and took the minutes. 2 members of the public attended for the entirety of the meeting.

		Action
1704/01	<p>Public Forum Mr Martin Clemoes introduced himself and explained that he is interested in joining the parish council. Mr Clemoes was welcomed and encouraged to write to the Clerk to apply.</p>	
1704/02	<p>Apologies, Welcome and Introductions Apologies were accepted from Councillors Amrani, MacInnes and Councillor Nicholson.</p>	
1704/03	<p>Minutes The minutes of the last meeting held on 6th March 2017 were agreed and signed by the Chair.</p>	Clerk
1704/04	<p>Vacancies on the Parish Council Members noted that an application has been received, however the applicant was unable to attend the meeting, but hopes to be co-opted at the May 2017 meeting. Members also noted that if Mr Clemoes applies, there will be a vote to fill the vacancy. As at least one application has been received, it will not be necessary to advertise the vacancy on the noticeboards.</p>	May Mtg
1704/05	<p>Elect Members to Committees There are no vacancies. However members were reminded that as the next meeting is the Annual Meeting of the Parish Council members will be able to review/change their committee memberships.</p>	
1704/06	<p>Report from County Councillor County Councillor Williams gave a short verbal report, confirming that Teversham's bid for funding under the LHI for double yellow lines in the High Street was successful. The Clerk was advised to contact the officer at Highways who dealt with our original enquiry to find out about the TRO (Traffic Regulation Order) and timescales for the works to be completed. County Councillor Williams also explained that commencement of work to build the ice rink has been delayed and they now expect the facility to open next summer. There were no questions.</p>	Clerk

1704/07	<p>Report from District Councillor</p> <p>District Councillor Hunt gave a verbal report about the new bin collection service (savings/issues), the Community Chest fund (applications for grants up to £1,000) and a change of contact for the Airport Consultative Committee. District Councillor Hunt also reiterated the details reported under item 1704/09 and explained that the District Council are now waiting for the parish council's solicitor about the transfer of land at Pembroke Way.</p>	
1704/08	<p>Clerks Report</p> <p>The Clerk encouraged members to read a report from CAPALC to SLCC and confirmed that Mr Joshua Cowie has tendered his resignation as a litter picker. His employment will end on 30th April 2017. It was RESOLVED to advertise the vacancy in the next edition of the Teversham News and on the noticeboards. Details surrounding interviews will be agreed outside of this meeting.</p>	Clerk/ Policy Rev Com/ Newsletter
1704/09	<p>Borley Way Skate Park Enforcement Notice</p> <p>Members noted that to date, no formal decision has been received from South Cambridgeshire District Council in respect of the Enforcement Notice Ref: ENF/0353/16 – Land East of Cherry Hinton Road.</p> <p>However, Susan Walford from South Cambridgeshire District Council has confirmed that further monitoring of noise at the park will be carried out over the Easter Holidays. Susan has also arranged a meeting at 2pm on 5th April at Borley Way. The Chair and Councillor Martin will attend on behalf of the parish council.</p> <p>Members then moved onto the idea raised at the last Recreation Committee to install an anti-loitering alarm. After a lengthy discussion with many views expressed, it was RESOLVED not to take this idea any further.</p>	Chair/CLlr Martin
1704/10	<p>Borley Way Skate Park – Retrospective Planning Application for Fence S/3086/16/FL</p> <p>Members were disappointed to note that despite the statutory period for this application expiring on 7th February 2017, no decision has been made. The Chair will raise this delay at the meeting on 5th April 2017.</p>	Chair
1704/11	<p>Redevelopment of Pembroke Way</p> <p>District Councillor Hunt reported under item 1704/07 that South Cambridgeshire District Council are now waiting for the parish council's solicitor to return from leave to pass amendments onto the parish council to agree. The planning application will then be submitted by the District Council. Members asked what would happen to the land transfer if the planning application is refused and the development does not proceed. It was agreed that the Chair will raise this query with the solicitor before the final papers are presented for approval.</p>	Chair
1704/12	<p>Proposed Village Hall/Sports Provision</p> <p>There is no report.</p>	
1704/13	<p>Vacancy for Parish Clerk</p> <p>Members received a verbal update. Interviews will be held on Monday 10th April 2017 by the Chair and Councillors Amrani and Oxford. The Clerk has also agreed to attend.</p>	Clerk/Chair/ CLlr Amrani & Oxford

1704/14	<p>Grass Cutting Contract</p> <p>Members noted that the new contract with Hamill Landscapes, commenced on 1st April. The first cut will take place over 5th and 6th April. Clerk has arranged to meet with Luke on site 6th April. One key (the most important) has been received from CGM.</p>	Clerk
1704/15	<p>Workshop – Development of Land North of Cherry Hinton</p> <p>Members noted that Councillors Amrani and MacInnes kindly attended some of the last workshop held on 9th March. Unfortunately, no members are able to attend the follow up workshop on 7th April. The Clerk has sent apologies and asked for a copy of the notes.</p>	
1704/16	<p>Request for Disabled Space in Sheppard Way and Need to Increase Parking Capacity</p> <p>Members noted that District Councillor Hunt advised the Clerk that the District Council have already looked at increasing parking and concluded it is not possible and the disabled parking bay request would be dealt with by the County Council. During the meeting County Councillor Williams explained that both issues should be addressed to Anita Goddard at South Cambridgeshire District Council, as the land concerned belongs to them.</p>	Clerk
1704/17	<p>Consultation on proposed changes to the future provision of specialist fertility treatment in the Cambridgeshire and Peterborough Clinical Commissioning Group</p> <p>A lengthy discussion took place and following a vote, it was RESOLVED to make no comment. However, members were encouraged to comment in a personal capacity.</p>	
1704/18	<p>Existing Highways/Fly Tipping and Street Lighting Issues</p> <p>Fulbourn Old Drift</p> <p>Members noted that the road markings in Fulbourn Old Drift will not be reinstated. Cambridgeshire County Council have suggested that applying for double yellow lines to be put down may address the issue and County Councillor Williams suggested erecting a sign. It was RESOLVED to wait and see if the lack of road markings causes an issue before deciding how to proceed.</p> <p>Members also noted:</p> <p>Ref: 00265196 – Damaged sign – Fulbourn Road – Highways – this has been addressed.</p> <p>Ref: 00265194 – Poor road surface – Sheppard Way – Highways – does not meet the criteria to be repaired. The Clerk will write to the residents who complained.</p> <p>Ref: 2403 – dumped sacks of rubble at Car Park, High Street – SCDC – this issue has been addressed.</p>	Monitor
1704/19	<p>New Highways and Street Lighting</p> <p>Councillor Martin reported that there is a missing wooden bollard along Church Road. Councillor Bramley will take some photographs and the Clerk will report this. Councillor van de Walle kindly agreed to reattach the height restriction sign to the barrier at the entrance of the car park.</p>	Cllr Bramley /Clerk Cllr van de Walle

1704/20	<p>Local Highways Improvement Funding Bid Members noted that the awarded Teversham £2,000 (less our contribution) towards the cost of the double yellow lines High Street. A further complaint about illegal parking was received on 14th March and this has been passed onto Clive Taylor. Members thanked Councillor MacInnes for his work on this project.</p>	Clerk (as item 1704/06)
1704/21	<p>Planned Surface Dressing Works for Cambridge City Members noted that: Antelope Way, Buffalo Way, Caribou Way, Dolphin Close, Eland Way, Fennec Close, Impala Drive, Loris Court, Mandrill Close, Panther Way and The Lynx will be re-surfaced this year.</p>	
1704/22	<p>A14C2H Mobile Visitor Centre There was no interest.</p>	
1704/23	<p><u>Finance</u> Donations – Acknowledgement Letters Members noted receipt of letters of thanks/acknowledgement from: Broadway Farm Group, Each, Magpas Air Ambulance and Cambridgeshire Lowland Search & Rescue, for the donations given by the parish council at their last meeting.</p>	
1704/24	<p>Invoices Members noted that no invoices have been issued.</p>	
1704/25	<p>Receipts Members noted receipt of a payment from South Cambridgeshire District Council - 07/03/17 – SCDC – Landscaping Grant £6,104.00</p>	
1704/26	<p>Payments 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 Martin.</p>	Clerk
1704/27	<p>Balances and Bank Reconciliation Members noted that the Clerk is still waiting for the bank statements. Figures for 31st March 2017 will be presented at the next meeting.</p>	Clerk/ May Mtg
1704/28	<p>Pension Scheme Councillor Fisher explained that due to lack of time he has been unable to progress the council's scheme. However, he confirmed that he will complete the setup of the scheme with NEST as soon as possible.</p>	Cllr Fisher /May Mtg
1704/29	<p>Internal Audit Arrangements – 2016/2017 It was RESOLVED to appoint Michael Williamson to carry out the Internal Audit for 2016/2017.</p>	Clerk
1704/30	<p>External Audit Arrangements – 2016/2017 Members noted that Littlejohn have sent the documentation for the External Audit and noted the dates and arrangements.</p>	Clerk/ May Mtg
1704/31	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk There were no issues.</p>	

1704/32	<p>Minutes of Community Care Committee Members noted receipt of the draft minutes of the last meeting of the Community Care Committee on 20th March 2017. The issue with the lifeline has been resolved.</p>	
1704/33	<p>Minutes of Recreation Committee Members noted receipt of the draft minutes of a meeting of the Recreation Committee on 20th March 2017. Works to install the new slide at the Recreation Ground have been completed. Councillor Bramley will kindly send a photograph of her children 'road testing' the slide for inclusion in the next edition of the Teversham News.</p>	Newsletter
<p><u>Committees</u></p>		
1704/34	<p>Recreation and Environment Committee Members noted that the next meeting is scheduled for <u>19th June 2017 at 7.30pm at HCC.</u></p>	
1704/35	<p>Finance Committee Members noted that the next meeting is scheduled for <u>24th April 2017 at 6.30pm at HCC.</u></p>	
1704/36	<p>Policy Review and Staffing Committee Members noted that the next meeting is scheduled for <u>19th June 2017 at 7.30pm at HCC.</u></p>	
1704/37	<p>Consultation Committee No meeting is scheduled at the present time.</p>	
1704/38	<p>Community Care / Lifeline Committee Members noted that the next meeting has been scheduled for <u>17th July 2017 at 6.30pm at HCC.</u></p>	
1704/39	<p>Bus Group There was no report.</p>	
1704/40	<p>Newsletter Members noted that the cut off for the next edition is 17th April 2017.</p>	
<p><u>Reports from Other Groups</u></p>		
1704/41	<p>Teversham C of E Primary School Governors There was no report. The Clerk confirmed that she sent a letter of congratulations to the Head teacher as requested at the last meeting.</p>	Clerk
1704/42	<p>Bewick Bridge Community Primary School Governors There was no report.</p>	
1704/43	<p>Airport Consultative Committee This group does not meet again until May 2017.</p>	
1703/44	<p>Neighbourhood Police Panel/Police Issues Members discussed the inaccuracy of the articles recently published by the Cambridge News about Teversham being in one of the 'hot spots'.</p>	

	<u>Correspondence</u>	
1704/45	Members noted receipt of the following correspondence: Romsey Mill – Newsletter and fundraising initiative.	
1704/46	The Ring – Spring 2017 Newsletter from Cambridge Past, Present and Future	
1704/47	Mr Wilkie – Mr Wilkie emailed on 12 th March, expressing his disappointment with the level of response received to his request to meet with elected representatives to discuss his issues with Teversham Foxgloves.	
1704/48	38 High Street, Teversham Members noted receipt of correspondence from Mr Vos regarding his progress on his plans to develop land behind 38 High Street. It was RESOLVED to write to Geraldine Roper (copy to District Councillor Hunt), to ensure that the parish council is consulted about the sale of the land in Sheppard Way, needed for access. This land is used by the parish council for a bench, noticeboard and doggie bin.	Clerk
1704/49	1 High Street, Teversham – communication from Mr Hussain Members noted that Mr Hussain has responded to the parish councils comments about the proposed changes to the garden and car park at 1 High Street, Teversham. It was RESOLVED to write back that Mr Hussain is welcome to come along to the meeting at which the application is discussed as it is a public meeting. The parish council will not submit their comments to Mr Hussain prior to formally commenting to the planning department at South Cambridgeshire District Council. Members discussed the following planning applications:	Clerk
1704/50	S/3558/16/FL Extension and redesign of the existing dwelling (including integral garage), demolition of the existing outbuilding and associated works at Allens Farm, 8 Church Road . Amendment to show a reduction in the two storey extension by 2m. (no paper plans have been received). Teversham previously made no recommendations. It was RESOLVED to make no comment.	Clerk
1704/51	S/0708/17/FL Relocation of new substation to rear of petrol filling station (Retrospective Application for Marshall Group Properties . It was RESOLVED to make no comment.	Clerk
1704/52	S/0695/17/FL Single Storey Rear Extension at 64 High Street, Teversham for Mr & Mrs Casciano – for information	
1704/53	S/3419/16/FL Two Storey Extension at 98 Lucerne Close, Fulbourn . Notification of amendment. Teversham previously made no recommendation. It was RESOLVED to make no comment.	Clerk
1704/54	S/0505/17/FL Erection of pole barn for storage of hay and straw for livestock at Island Bungalow, Newmarket Road, Stow-cum-Quy for James Heckford . It was RESOLVED to make no comment.	Clerk
1704/55	Items to Report Councillor van de Walle asked if enquires could be made to install a drop kerb at the start of the cycle path nr the Nisa store. He will send the Clerk some photograph's as cyclists currently use the grass verge. It was agreed that this enquiry should be sent to County Councillor John Williams for advice on the best way to take this request forward.	Clerk

	<p>Councillor Bramley gave an interesting report on a workshop she attended about 'Timebanking'. Members agreed that this community led initiative should be publicised in the Teversham News and Councillor Bramley has agreed to give a short presentation at the Annual Parish Meeting on 22nd May 2017.</p> <p>Councillor Bramley also encouraged other Councillors to take part in Councillor training. Councillors Fisher, Freeman and van de Walle all expressed interest in taking part. Clerk to find out details of local sessions.</p> <p>Councillor Bramley also thanked the Clerk for her work on the new slide at the recreation ground – it is a huge hit!</p>	<p>Newsletter/ APM</p> <p>Clerk</p>
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The meeting closed at 9.28pm

Teversham Parish Council Payment Schedule
Monday 3rd April 2017

Description	Cheque No	Amount	Sig 1	Sig 2
*EON – payment authorised at March meeting	C302570	59.75		
*Cambridge Water Co – payment made 13.03.17	C302571	17.84		
*Local World – Clerks Job Ad – repay KQ 27.03.17	BACS	355.26		
*K Quiggin – March Salary – Paid 31.03.17	BACS	1062.19		
*M Parcell – March Salary – Paid 31.03.17	BACS	197.90		
*Joshua Cowie — March Salary – Paid 31.03.17	BACS	103.13		
*Caroline Pittas-Goldsmith – March Salary – Paid 31.03.17	BACS	268.13		
Kim Quiggin Expenses – March 2017	BACS	18.00		
CGM – March2017 – final invoice village contract only. No invoice received for Foxgloves yet.	C302572	542.20		
Office Depot – Inv 970992453	C302573	119.54		
Safeplay – six monthly equipment inspections	C302574	468.00		
SCDC – Quarterly Lifeline	C302575	58.11		
March salaries K Quiggin, M Parcell, C Pittas-Goldsmith and J Cowie via BACS on 28 th April 2017	BACS	To be calculated		
TOTAL (does not include payments marked *)		1205.85		

K Quiggin
3rd April 2017

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