

Teversham Parish Council

Minutes of a Meeting of Teversham Parish Council
on Monday 8th May 2017 at Hope Community Church at 7:30pm

Present: **Chair** Dave Kelleway
Councillors Frances Amrani Sam Bramley Oliver Fisher (7.35pm)
Liz Freeman Irene Hills Al MacInnes
Michael Nicholson Ian Oxford

District Councillor Hunt attended and left the meeting after item 1705/22. County Councillor Williams also attended and left the meeting after item 1705/30. The Clerk attended and took the minutes. 1 member of the public attended and left the meeting during item 1705/29.

The Clerk KQ (Mrs Kim Quiggin, attended and took the minutes). The new Clerk BW, Mrs Beckie Whitehouse also attended the meeting.

		Action
1705/01	<p>Election of Chair/Declaration of Acceptance of Office Councillor Kelleway was proposed by Councillor MacInnes and Seconded by Councillor Oxford and re-elected unanimously. Councillor Kelleway thanked members for their support and confidence in his abilities. Councillor Kelleway signed an Acceptance of Office form and the Clerk countersigned as Proper Officer.</p>	
1705/02	<p>Public Forum There were no questions.</p>	
1705/03	<p>Apologies, Welcome and Introductions Apologies were accepted from Councillors Martin and van der Walle. The Chair welcomed Beckie Whitehouse to the meeting.</p>	
1705/04	<p>Co-option – To fill Vacancy As two applications were received for one vacancy, it was necessary to hold a vote. Mrs Irene Hills and Mr Martin Clemoes were both given the opportunity to address the council and were then asked to leave the meeting room so members could vote. Slips were circulated and Mrs Irene Hills won the ballot. The Chair welcomed Mrs Hills and thanked Mr Clemoes for his interest and he left the meeting. Mrs Hills signed her Acceptance of Office form and joined members at the table.</p>	Clerk KQ Noticeboard Website SCDC
1705/05	<p>Register of Interests Members noted that they should consider if there are any changes to their register of interests.</p>	
1705/06	<p>Election of Vice Chair Councillor Amrani was proposed by Councillor Kelleway and seconded by Councillor MacInnes and re-elected unanimously.</p>	
1705/07	<p>Election of Committees The following members were unanimously elected to serve on the Council's committees as follows: i. Planning Committee All members of the parish council will be elected as members of the planning committee.</p>	Clerk KQ

	<ul style="list-style-type: none"> ii. Finance and Audit Committee <i>(5 members ex Chair and Vice Chair)</i> Councillors Amrani, Fisher, Kelleway, Martin, Oxford and Nicholson. ii. Recreation and Environment Committee <i>(5 members ex Chair and Vice Chair)</i> Councillors Bramley, Fisher, Freeman, Kelleway, MacInnes and van de Walle. v. Community Care Committee <i>(5 members ex Chair and Vice Chair)</i> Councillors Freeman, Hills, Kelleway, MacInnes and Martin. v. Policy Review Committee <i>(5 members ex Chair and Vice Chair)</i> Councillors Amrani, Bramley, Kelleway, Martin and Oxford. vi. Consultation Committee <i>(5 members ex Chair and Vice Chair)</i> Councillors Fisher, Kelleway, Martin and Oxford. 	
1705/08	<p>Election of Council Representatives</p> <ul style="list-style-type: none"> i. Teversham Primary School – Councillor MacInnes ii. Lady Joan Jermy Charity – Councillor Martin ii. Cambridge Airport Consultative Committee – Councillor Freeman v. Parish Archaeological Warden – Councillor Oxford v. Tree Warden – Councillor Fisher 	
1705/09	<p>Appointment of Responsible Financial Officer (RFO) It was RESOLVED to appoint the Clerk to serve as Responsible Financial Officer.</p>	
1705/10	<p>Appointment of Internal Auditor It was RESOLVED to re-appoint Mr Michael Williamson, MiJan Ltd to carry out the Internal Audit function for 2017/2018.</p>	
1705/11	<p>Review of Banking Arrangements Councillors noted the current banking arrangements with Unity Trust and Cambridge Building Society. It was RESOLVED to make no changes. Members noted that a letter (signed by the Chair and Cllr Amrani) has been sent advising Unity Trust that Mrs Quiggin will cease to have access to the on-line banking system as of 31st May 2017 and to add Mrs Whitehouse.</p>	
1705/12	<p>Review of Standing Orders and Chairmanship Members noted that these were reviewed and amendments adopted 5th September 2016 and are next due for review July 2017. It was RESOLVED adopt this document and delegate the review of this document to the Policy Review Committee.</p>	
1705/13	<p>Review of Risk Management Document Members noted that these were reviewed and amendments adopted 5th September 2016 and are next due for review July 2017. It was RESOLVED adopt this document and delegate the review of this document to the Policy Review Committee.</p>	

1705/14	<p>Minutes The minutes of the last meeting held on 3rd April 2017 were agreed and signed by the Chair.</p>	Clerk KQ
1705/15	<p>Report from County Councillor Members welcomed County Councillor Williams and congratulated him on his re-election. As the County Council has not yet met following local elections, there was no report.</p>	
1705/16	<p>Report from District Councillor District Councillor Hunt circulated a report to members prior to the meeting. The Chair asked for clarification regarding an issue with rats in Thulborn Close. It was agreed that the resident should contact the Environmental Health team at South Cambridgeshire District Council direct.</p>	Clerk KQ
1705/17	<p>Clerks Report The Clerk gave a verbal report, covering issues with an overgrown shrub bed at Fennec Close and it was agreed to authorise the additional works quoted by Luke Hamill, subject to agreement from the resident. The Clerk also reported on a letter received from WREN regarding the status of the skatepark. They need to confirm that the funds are still being used for the purpose they were granted. The Chair responded via email to confirm there have been no changes.</p>	Clerk KQ
1705/18	<p>Borley Way Skate Park Enforcement Notice Members discussed this issue and were very disappointed to report that there has been no further correspondence or feedback from South Cambridgeshire District Council. Members also noted that Susan Walford is leaving SCDC and the case has been handed over to another officer.</p>	
1705/19	<p>Borley Way Skate Park – Retrospective Planning Application for Fence S/3086/16/FL As with the previous item, members noted that no decision has been received despite sending several polite reminders to the officer.</p>	
1705/20	<p>Redevelopment of Pembroke Way The Chair reported that a final draft of the transfer document has been received from our solicitor. It was RESOLVED that the Chair (Dave Kelleway) and Vice Chair (Frances Amrani) should sign the original document as soon as it is available, subject to one final amendment. Members agreed that a clause should be added that the land will be transferred back to the ownership of the parish council if planning permission is refused or the land is not developed.</p>	Chair/ Clerk KQ
1705/21	<p>Proposed Village Hall/Sports Provision There has been no progress.</p>	
1705/22	<p>New Clerk Members noted the handover arrangements and noted that Kim will remain on the payroll until 31st May 2017. Beckie will take over the email and telephone on Thursday 18th May 2017. Files will follow. It was RESOLVED to purchase a new filing cabinet for Beckie.</p>	Clerk KQ/ Clerk BW

1705/23	<p>Internal Audit y/e 31st March 2017 Members noted that the Internal Audit was completed by Mr M Williamson of MiJan Limited on Monday 24th April 2017. A copy of his report has been circulated and noted by members of the Finance Committee. There were no issues. The internal audit section of the return has been signed and dated by Mr Williamson. Members also noted receipt of a a copy of the Receipts and Payments for the year ended 31st March 2017. There were no questions.</p>	
1705/24	<p>Annual Return y/e 31st March 2017 Section One Members noted receipt of a copy of section one. Members answered Yes to each of the questions in Section one of the Annual Return in turn, as they were read out by the Chair. This section was then signed by the Chair and the RFO (Mrs Kim Quiggin, Clerk).</p>	Clerk KQ
1705/25	<p>Annual Return y/e/31st March 2017 Section Two Members noted receipt of a copy of section two. It was RESOLVED to pass a motion to agree the figures presented. This section was then signed by the Chair and the RFO (Mrs Kim Quiggin, Clerk).</p>	Clerk KQ
1705/26	<p>External Audit Arrangements and Period of Inspection Members noted that notices will be published Friday 2nd June 2017 on parish noticeboards and the website, along with signed copies of Section One and Two of the Annual Return. The inspection period will run from 5th June 2017 to 14th July 2017.</p>	Clerk KQ
1705/27	<p>Request for Disabled Space in Sheppard Way and Need to Increase Parking Capacity The Clerk explained that this issue is still outstanding and will be addressed by the new Clerk.</p>	Clerk BW
1705/28	<p>Request to Hold a Sale The Chair reported on a request to hold a sale in Marshall's Close. It was agreed that the resident could use the green space in Lady Jermy Way as an alternative and the event will be publicised on the parish noticeboards.</p>	Chair
1705/29	<p>South Cambridgeshire District Council Consultation: Access to land R/O 38 High Street, Teversham Following a lengthy discussion and a vote, it was RESOLVED that the Chair will compose a response outlining the parish councils opposition to the sale and proposed conditions should SCDC decide to go ahead with the sale. Copy of response attached.</p>	Clerk KQ
1705/30	<p>Existing Highways/Fly Tipping and Street Lighting Issues Members noted existing issues.</p>	
1705/31	<p>New Highways and Street Lighting Councillor Amrani has reported a fallen tree at the lay-by in Cherry Hinton Road to Cambridgeshire County Council.</p>	
1705/32	<p>Local Highways Improvement Funding Bid Members noted receipt of correspondence, explaining that a draft plan of works will be submitted to the parish council to consider.</p>	

1705/33	<p>Planned Surface Dressing Works for Cambridge City Members noted that works planned for Teversham Foxgloves have been completed.</p>	
1705/34	<p><u>Finance</u> Invoices Members noted that the following invoices have been issued: 17-01 Cambridgeshire County Council – Grass Grant £625.29 17-02 Borley Brothers – Wayleave £1</p>	
1705/35	<p>Receipts Members noted receipt of the following payments: 21.04.17 SCDC 1st half Precept £39,972.50</p>	
1705/36	<p>Payments It was RESOLVED to authorise payments as listed on the schedule on the last page of these minutes.</p>	
1705/37	<p>Balances and Bank Reconciliation A copy of the bank reconciliation and bank statements were presented at the meeting. There were no questions.</p>	
1705/38	<p>Pension Scheme Councillor Fisher has been unable to complete the registration process with NEST. This issue is now urgent. The Clerk reported that a further option has been identified to out-source the payroll function for the parish council. Members agreed that this should be considered at the next meeting.</p>	Cllr Fisher/ Clerk BW
1705/39	<p>Mrs K Quiggin The Clerk KQ left the meeting. Members discussed the extra hours worked by the Clerk KQ during the recruitment/handover period of new Clerk. It was RESOLVED to authorise payment of upto 40 hours, to be signed off by the Chair to be paid at the end of May 2017. Members thanked the Clerk for her work.</p>	Chair/ Clerk KQ/ Clerk BW
1705/40	<p>Insurance Renewal Members noted receipt of the new policy from Zurich. It was RESOLVED to accept this renewal, as it is third year of our three year ‘lock in’. The cost of the policy for the period 01/06/17 – 31/05/18 is £1334.93. Last year the policy was £1283.97 – an increase of £50.96.</p>	Clerk KQ
1705/41	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk Members noted that following the Internal Audit, members of the Policy Review Committee will be looking at the list of Policies adopted by the Council and will make necessary recommendations to amend existing ones, or implement new ones. Their next meeting is scheduled for 19th June 2017.</p>	Clerk BW
1705/42	<p>Councillor Training It was RESOLVED to pay for members to attend the CAPALC Councillor Training sessions being held in Hemingford Abbots during June and July, including travel expenses. Members will need to let the Clerk KQ know which sessions they wish to attend by 15th May 2017.</p>	Cllrs/ Clerk KQ

<p>1705/43</p>	<p><u>Committees</u> Recreation and Environment Committee Members noted that the next meeting is scheduled for <u>19th June 2017 at 7.30pm at HCC.</u></p> <p>It was RESOLVED to authorize the purchase of a new noticeboard from Greenbarnes for the High Street. This will cost £1,121.91 + installation (approx. £50).</p>	<p>Clerk KQ</p>
<p>1705/44</p>	<p>Finance Committee Members noted receipt of a draft copy of the minutes of the last meeting held on 24th April 2017. It was RESOLVED to formally endorse the recommendations made under item 1704/319.</p>	
<p>1705/45</p>	<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> Members noted receipt of a copy of the draft minutes of the additional meeting held on 24th April 2017.</p> <p>It was RESOLVED to endorse the recommendation to adopt the Disciplinary and Grievance Arrangements document circulated.</p>	<p>Clerk KQ</p>
<p>1705/46</p>	<p>Consultation Committee No meeting is scheduled at the present time.</p>	
<p>1705/47</p>	<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>	
<p>1705/48</p>	<p>Bus Group There was no report.</p>	
<p>1705/49</p>	<p>Newsletter Members noted that copies of the latest edition of the Teversham News has been printed and a digital copy is now available on our website www.teversham.info</p>	
<p>1705/50</p>	<p><u>Reports from Other Groups</u> Teversham C of E Primary School Governors There was no report.</p>	
<p>1705/51</p>	<p>Bewick Bridge Community Primary School Governors There was no report.</p>	
<p>1705/52</p>	<p>Airport Consultative Committee The next meeting is scheduled for w/c 15th May 2017. Councillor Freeman will attend on behalf of Teversham Parish Council.</p>	<p>CLlr Freeman</p>
<p>1705/53</p>	<p>Neighbourhood Police Panel/Police Issues Local break-ins were discussed.</p>	

	<p><u>Correspondence</u> Members noted receipt of the following correspondence:</p>	
1705/54	<p>Broadband Meeting with Minister Matt Hancock Unfortunately, no members were able to attend the meeting on 20th April 2017. To date, no further information has been received.</p>	
1705/55	<p>South Cambridgeshire District Council Local Plan – Hearings Update Inspectors have released dates for all of the remaining hearings covering South Cambridgeshire. Information can be found at www.scambs.gov.uk/local-plan-examination.</p>	
1705/56	<p>South Cambridgeshire Parish Council Conference Hosted by Cambridgeshire and Peterborough Police and Crime Commissioner Friday 11th August 10.30am to 4pm at Cambridgeshire Constabulary HQ, Huntingdon. Spaces are limited to one per parish council. Members were advised to let the Clerk know if they wish to attend.</p>	
1705/57	<p>CPRE – Countryside Voice</p> <p><u>Planning</u> The following applications were discussed/noted:</p>	
1705/58	<p>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 Permission has been granted.</p>	
1705/59	<p>S/1097/17/FL Proposed development to the land to the rear of 1 High Street, Teversham to form new car park at Tamarind, 1 High Street, Teversham for Mr Rahman It was RESOLVED to OBJECT to this application on the grounds of loss of amenity space, dangerous access, no space for cars to pass, no turning space in parking area, which seems to be crammed with car spaces. The drawings presented with the application are misleading due to their scale.</p> <p>Members also strongly object to the fence, which is not in keeping with the street view and will spoil the view of the building and the very unattractive concrete slab, again not in keeping in the conservation area. Members strongly object to these plans.</p>	Clerk KQ
1705/60	<p>S/1451/17/FL 2 storey side extension, part single extension to the rear and loft conversion at 48 High Street, Teversham for Mr Turkentine It was RESOLVED to make no comment.</p>	Clerk KQ
1705/61	<p>S/1464/17/FL Annex (ancillary use to main dwelling at 7 Ferndale, Teversham for Mr & Mrs Symonds dated 28th April 2017. It was RESOLVED to make no comment.</p>	Clerk KQ

1705/62	<p>Items to Report</p> <p>Councillor MacInnes complained about the grass cuts carried out on the verge at the top end of the High Street. The Clerk will feedback to Luke.</p> <p>Councillor MacInnes also confirmed he is happy to help members sign up for Nextdoor. The Chair and Councillor Hills confirmed they are already signed up.</p> <p>Councillor Bramley confirmed that she will need a projector for the APM. Councillor MacInnes will set this up.</p>	
----------------	--	--

The meeting closed at 10pm

Once the meeting had closed, the Chair thanked Kim for her work and passed on a card and gift from members. Kim thanked members past and present for their support.

Teversham Parish Council Payment Schedule Monday 8th May 2017

Description	Cheque No	Amount	Sig 1	Sig 2
*K Quiggin – March Salary – Paid 30.04.17	BACS	1071.75		
*M Parcell – March Salary – Paid 30.04.17	BACS	158.40		
*Joshua Cowie — March Salary – Paid 30.04.17	BACS	82.50		
*Caroline Pittas-Goldsmith – March Salary – Paid 30.04.17	BACS	214.50		
CGM – March2017 – final invoice village contract only. No invoice received for Foxgloves yet.	C302577	6096.00		
Victoire inv 74870 - Newsletter	C302578	145.00		
Safeplay – 10701 – Slide at Recreation Ground	C302579	10576.80		
Safeplay – 10704 – equipment repairs	C302579	6416.29		
Age UK – Inv 4768	C302580	3750.00		
Cambridgeshire and Peterborough Association of Local Councils – Annual Membership	C302581	455.98		
Hamill Landscaping	BACS	1366.00		
SLCC – 10 th edition of Charles Arnold Baker	C302582	78.40		
Zurich – Insurance Renewal	C302583	1334.93		
May salaries K Quiggin, M Parcell, C Pittas-Goldsmith and B Whitehouse will be paid on 31 st May 2017 and run on 30 th May 2017	BACS	To be calculated		
TOTAL (does not include payments marked *)		30319.40		

The Parish Council is opposed to the sale of the land in Sheppard Way, at the rear of No. 38 High Street Teversham.

Parking for residents on the Sheppard Way estate has been very difficult for many years, and in recent times has become even worse, with greater tension amongst residents.

This proposal would reduce the on-street parking availability, thus exacerbating an already difficult situation.

If the proposal were to go ahead, then the Parish Council would press very strongly for the following conditions:

- 1) Only a maximum of 7m frontage from the boundary of 8 Sheppard Way/rear of 38 High Street is sold, which is sufficient to construct the vehicular access.
- 2) The remainder of the piece of land (containing the Parish Council seat, bin, tree etc.) should be offered to the Parish Council, either for sale, or free, in recognition of the Parish Council's expenditure in planting and maintaining the land for many years, after it was left to become over grown and unkempt by SCDC.
- 3) The buyer (Mr. Vos) is made responsible for paying for and providing replacement public parking within the Sheppard Way estate for the same number of spaces removed by the construction of the access, before the access is constructed. (The Parish Council has already asked SCDC to look at the possibility of extending a car park near the bottom of Sheppard Way because of the current difficulties)
- 4) The buyer is made responsible, before the vehicular access is built, for the cost of moving and re-installing (or providing new and installing if that is not possible) the Parish Council notice board which is situated near the rear of 38 High Street.

Dave Kelleway
Chair, Teversham Parish Council

This page is left intentionally blank