

**Minutes of the Meeting of Teversham Parish Council**  
on Monday 5<sup>th</sup> February 2018 at Bewick Bridge Community School at 7:30pm

Present: **Chair** Cllr Kelleway **Councillors:** Amrani, Bramley, Fisher, Freeman, Hills, MacInnes,  
Oxford, the Clerk, and CCllr John Williams

<b>1802/01</b>	<b>Apologies, Welcome and Introductions.</b> Apologies were received from Cllrs Martin, Nicholson, Van der Walle and SCDClr Hunt.	
<b>1802/02</b>	<b>Declarations of Interest.</b> Cllrs Bramley, Fisher and Freeman all declared an interest in the planning application S/4596/17/FL 7 Church Road for change of use from residential to nursery due to pre-school committee membership, child minder connections and proximity to Cllrs property.	
<b>1802/03</b>	<b>Public Forum</b> – there were no members of the public present.	
<b>1802/04</b>	<b>Presentation on Cherry Hinton North from Snapdragon Consulting.</b> Richard Burton a planner gave a presentation on the proposed development. Cllrs raised a number of points and questions particularly concerning the primary school, the green belt, public space and transport, affordable housing, the entrance points and safe crossings for Airport Way. Richard Burton will send further details on some of these concerns to the Clerk for the Council. There will also be further opportunities to comment as the parameter plans and then reserved matters are submitted for approval. CCllr Williams suggested an artist impression looking at the site from Teversham would be helpful.	
<b>1802/05</b>	<b>To take CCC, SCDC and Clerk reports (15mins)</b> <b>To receive a report from CCllr Williams.</b> A verbal report was received from CCllr Williams the main points of which were: the County Council will meet tomorrow and are likely to raise council tax by 4.99%. The number 17 bus service is being removed and there will be a meeting of the bus group later in the month. Cllrs asked if franchising was an option. CCllr Williams responded that the mayor could introduce it if he wished but currently there are no indications that he will. From 1 <sup>st</sup> April there will be no charge for the parking to use the Park and Ride Services.	
<b>1802/06</b>	<b>To receive a report from SCDClr Hunt</b> A written report was received from SCDClr Hunt the main points of which were: 'Metals Matter' Campaign which is being launched to raise awareness of recycling of all metal packaging found around the home, including; drink cans, food tins, foil trays, empty aerosols, metal screw tops and foil wrap The redevelopment of Pembroke Way is moving forwards. The new planning application is likely to be submitted by the end of the month. Taxi Licensing - the Council's Licensing Committee is recommending a new policy for the 1,000 drivers and 900 vehicles, it grants licenses to each year.	
<b>1802/07</b>	<b>To receive a report from the Clerk</b> The Clerk gave a verbal report highlighting that the broken bus shelter has been	

	<p>reported, to request a change of date for the next meeting, to transfer some holiday into the next year and to distribute election nomination papers. It was agreed the Clerk could take 5 days holiday over to next year and that the next PC meeting be held on Tuesday 3<sup>rd</sup> April.</p>	
<b>1705/08</b>	<p><b>To approve the Minutes of the last Parish Council meeting held on Monday 15<sup>th</sup> January.</b> The minutes were agreed to be a true record of the meeting and signed.</p>	
<b>1802/09</b>	<p><b>Matters Arising</b></p>	
<b>1705/07</b>	<p><b>Need to Increase Parking Capacity on Sheppard Way. Council noted that Liam Flatters from SC has responded</b> that the additional parking for Sheppard way is on the list of sites to look at, however SC are limited on how many sites that can be progressed each year. He will ensure that this is looked at and a plan put together by the SC architect at the start of the next financial year, once he has received the plans it will need to go to consultation with the local residents. The PC will be informed of this. Then subject to a satisfactory consultation a planning application can be submitted.</p>	
<b>1801/15</b>	<p><b>Defibrillator update.</b> The Hope Chapel Trustees do not feel that this is the right time to house a defibrillator at the Chapel. The Conservative Club are willing to consider the matter and it was requested the Clerk write to a contact of Cllr Freeman's.</p>	<b>Clerk</b>
<b>1802/10</b>	<p><b>Update on the Borley Way Skate Park appeal against the refusal of Retrospective Planning Application for Fence S/3086/16/FL and Noise Abatement Notice.</b> The appeal hearing will be held on 31<sup>st</sup> May; There will be a pre-hearing case management meeting on 17<sup>th</sup> May (which is likely to be procedural). It was agreed that the appeal would be before a District Judge rather than lay magistrates due to the complex areas of law. The procedural "directions" are still awaited.</p> <p><b>Linked Planning and Enforcement appeals - Play Area near to Borley Way/Sheppard Way,</b> both sides had until 15th January to submit full statements, and then until 6<sup>th</sup> February to submit a formal response.</p>	
<b>1802/11</b>	<p><b>Proposed Village Hall/Sports Provision</b> - Council noted there is no further update.</p>	
<b>1802/12</b>	<p><b>Redevelopment of Pembroke Way</b> - Council noted there is no further update.</p>	
<b>1802/13</b>	<p><b>Website – report from Cllrs who met prior to this meeting.</b> The Clerk and Cllrs Maclnnes and Oxford updated the Council that the current website can be added too with further pages the Clerk can update. It can also be made disability compliant. It was resolved to continue and update this site.</p>	<b>Clerk</b>
<b>1802/14</b>	<p><b>Tree Management</b> – To consider a tree management policy and programme as there are trees on Parish Council land which are the council's responsibility. The</p>	

	Tree Management Policy was accepted with a few changes and the organisation of tree inspections handed to the Recreation Committee.	<b>Clerk</b>
<b>1802/15</b>	<b>To consider publicity for Parish Council Elections.</b> It was resolved to put an A4 poster together to deliver to all households for the Parish Council elections. The poster would need to be ready for delivery in early March.	<b>Clerk</b>
<b>1802/16</b>	<b>Existing Highways/Fly Tipping and Street Lighting Issues.</b> The Clerk has not yet heard back from Balfour Beatty regarding a contract to look after the Council's street lights (there are some changes due to take place) and a quote to fix the broken light on Dolphin Close despite enquiries from the Clerk but has been assured the request is in the system. A broken light on Borley Way Recreation ground has also been reported. Due to the length of time this is taking the Clerk has contacted two other companies recommended by other local Parish Councils.	
<b>1802/17</b>	<b>New Highways and Street Lighting.</b> It was agreed due to the high number of road signs that have fallen along Gazelle Way and Airport Way to email to County Council Highways directly.	<b>Clerk</b>
<b>1802/18</b>	<b>Finance</b> <b>An invoice</b> has been sent to Focus School for Autumn Term use of the Recreation Ground (£144)	
<b>1802/19</b>	<b>Payments to be made.</b> Payments of £3497.60 were agreed.	
<b>1802/20</b>	<b>Balances and Bank Reconciliation.</b> A full bank reconciliation and details of balances was presented.	
	<b><u>Policies and Parish Council Administrative Housekeeping</u></b>	
<b>1802/21</b>	<b>Monthly Consideration of Parish Council Risk.</b> Council to note the GDPR new data protection will become law in May and there will be changes to consider. The Clerk explained the Council may need to employ a DPO (Data Protection Officer). This cannot be the Clerk. It was agreed that the Clerk should attend some additional training organised by CAPALC.	<b>Clerk</b>
<b>1802/22</b>	<b>Recreation and Environment Committee.</b> The next meeting has been scheduled for 19 <sup>th</sup> March as 7.30pm. The minutes of the meeting held on 22 <sup>nd</sup> January were distributed.	
<b>1802/23</b>	<b>Finance Committee.</b> The next meeting has been scheduled for February 19 <sup>th</sup> , 6.30pm.	
<b>1802/24</b>	<b>Policy Review and Staffing Committee.</b> The next meeting has been scheduled for February 19 <sup>th</sup> , 7.30pm.	
<b>1802/25</b>	<b>Consultation Committee.</b> No meeting is scheduled at the present time.	
<b>1802/26</b>	<b>Community Care / Lifeline Committee.</b> The next meeting has been scheduled for 19 <sup>th</sup> March 6.30pm.	
<b>1802/27</b>	<b>Bus Group</b> –There was no report but the groups are meeting on 24 <sup>th</sup> February.	

	<p><b>Reports from Other Groups</b></p> <p><b>1802/28 Teversham C of E Primary School Governors</b> - there was no report.</p> <p><b>1802/29 Bewick Bridge Community Primary School</b> - there was no report</p> <p><b>1802/30 Airport Consultative Committee</b> – there was no report</p> <p><b>1802/31 Neighbourhood Police Panel/Police Issues</b> - there was no report but it was noted that there have been a number of thefts from cars in Fulbourn.</p> <p><b>1802/32</b>  <b><u>Correspondence.</u></b> Members were informed that there has been no correspondence.</p> <p><b><u>Planning.</u></b></p> <p><b>1802/33</b> S/0265/18/PA for info only Prior approval for a proposed conservatory to rear of 35 Marshalls Close for Miss Beth Davis.</p> <p><b>1802/34</b> S/4596/17/FL 7 Church Road for change of use from residential to nursery for Ms Natalie Hunt. Council raised the following points: the property is next to a petrol station – does this raise any issues for a nursery? Highway safety - the property is on a blind bend and Councillors are concerned about the safety of young children and parents entering and exiting the property. If the parking spaces are used by workers nursery users may need to park on Church Road (further reducing visibility) and Thulborn Close. There are already considerable issues with parking for Teversham Primary School with parents parking all along Church Road and on the grass verges. Further parking will exacerbate the problem. Local residents have also raised concerns about noise levels in the garden. It was resolved not to formally object to the application, but to pass these concerns on, in addition to requesting that the application goes to the planning committee.</p> <p><b>1802/35</b>  <b>Items to report</b>  A concern was raised about the danger posed by a runner on Cherry Hinton Road and whether there is any possibility a pavement could be built along the left side out of Teversham. It was suggested that if there was going to be a crossing across Airport Way to Cherry Hinton North that perhaps a pavement could be requested as part of that improvement.</p> <p>The Clerk was asked if there would be the possibility under the new GDPR of sending out more information by email. The clerk responded that any information sent out must be requested/signed up for. One email distribution list cannot be used for other information.</p> <p><b>The meeting was closed at 10pm.</b></p>	
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Teversham Parish Council Payment Schedule  
Monday 5<sup>th</sup> February 2018

Description	Cheque No	Amount	Sig 1	Sig 2
R Whitehouse – January Salary paid 31 <sup>st</sup> Jan.	<b>BACS</b>	909.07		
M Parcell – January Salary paid 31 <sup>st</sup> Jan.	<b>BACS</b>	350.07		
<b>Caroline Pittas-Goldsmith</b> – January Salary paid 31 <sup>st</sup> Jan.	<b>BACS</b>	373.21		
<b>NEST pension payments (for Dec)</b>	<b>Direct Debit</b>	130.85		
<b>Clerk Expenses</b>	<b>302644</b>	24.60		
<b>Hamill Landscapes – Jan Inv 000166</b>	<b>BACS</b>	1,366.00		
<b>Victoire T. News Winter Inv 82927</b>	<b>BACS</b>	130.00		
<b>Glasdon Bin Lid Inv 743891</b>	<b>BACS</b>	127.02		
Cambridge Past Present and Future	<b>302645</b>	40.00		
Office Depot- stamps and envelopes	<b>302646</b>	36.56		
Office Depot – paper, stapler, staples and post it notes	<b>302647</b>	10.22		
*R Whitehouse – February Salary to be paid 28 <sup>th</sup> Feb		992.50		
*R Whitehouse – NEST pension February		71.92		
*M Parcell – February Salary to be paid 28 <sup>th</sup> Feb		242.74		
* <b>C Pittas-Goldsmith</b> - February Salary to be paid 28 <sup>th</sup> Feb		246.46		
<b>TOTAL (does not include payments marked *)</b>		<b>£3497.60</b>		

January Bank Reconciliation			69497.51
Jan expenditure	1559.81		67937.70
NEST	130.85		67806.85
Unpresented Cheque	25.20		67832.05
Jan Salaries	1632.35		<b>66199.70</b>
<b>Reserve Account</b>			<b>6016.51</b>
<b>Cambridge BS</b>			<b>68746.50</b>
		Total	<b>140,962.71</b>