

Teversham Parish Council

To members of the Council:

You are hereby summoned to attend a meeting of Teversham Parish Council at Hope Community Church on **Monday 1st October 2018 at 7.30pm** for the purpose of transacting the following business:

Please could Councillors ensure that they read the Agenda Notes **before** the meeting so that time is not wasted in reporting information which is included in these notes.

Conduct of Meetings - Councillors are reminded that meetings should last no longer than two hours after the Open forum has ended and finishing no later than **9.45pm**. If it is evident that an item will take longer, it can be referred to a committee or a separate meeting can be arranged (with proper notice).

Correspondence - Councillors are entitled to see all incoming and outgoing correspondence. Please ask the Clerk.

Declaration of Interests - Councillors should be familiar with the Code of Conduct and should declare interests where appropriate. Please ask the Chairman or Clerk if advice is needed on this.

^ copy attached

BWhitehouse – Clerk to Teversham Parish Council

Dated: 29th October 2018

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| 1810/01 | Apologies, Welcome and Introductions. To receive apologies |
| 1810/02 | Declarations of Interest |
| 1810/03 | Public Forum To allow any member of the public to address the Council. This session is to last no more than 10 minutes. |
| 1810/04 | To take CCC, SCDC and Clerk reports (15mins) |
| 1810/05 | To receive a report from CCCLr Williams |
| 1810/06 | To receive a report from SCDCllrs Cone and Daunton. |
| 1810/07 | To receive a report from the Clerk. |
| 1810/07 | To approve the Minutes[^] of the last Parish Council meeting held on Monday 24 th September 2018. |
| 1705/07 | Matters Arising Need to Increase Parking Capacity on Sheppard Way. The additional parking on Sheppard way is currently with SC architect for plans to be drafted. Once plans are complete SC will consult the local residents, the Parish Council and local members prior to planning permission being applied for. |
| 1809/05 | A letter has been written to the litter picker in thanks for the extra work carried out after the Travellers were moved on from the open area on Foxgloves and will be sent with the October inspection forms. |
| 1809/14 | Parish Council Website – both SCDCllr details are now on the website |
| 1809/16 | Exercise Class on Lady Jermy Way – has been cancelled due to lack of interest but Council were thanked for their support. |
| 1809/18 | Cambridgeshire Local Councils Conference on Friday 23 November - places have been booked on the for Cllr Bramley and the Clerk. |

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| 1809/20 | Hedge Work - Hamill Landscapes have given a provisional date of 6 th November for the hedge work at Capuchin Court and a letter has been prepared to deliver residents requesting garden access. |
| 1810/08 | Update on the Borley Way Skate Park appeal against Noise Abatement Notice including from the Extra Ordinary Meeting held on 24 th September. Council to note Ouse Valley Construction will move the swings probably in the last week of September. |
| 1810/09 | Defibrillator Update. The Clerk and Cllr Freeman are continuing to gather the numbers of people meeting in the village for activities which are required for the application form for the British Heart Foundation Grant. |
| 1810/10 | Proposed Village Hall/Sports Provision – pre-application planning advice is being sought by the landowners from SCDC. |
| 1810/11 | Parish Council Website – a tab for publishing the agendas online has been added. |
| 1810/12 | Teversham News Delivery – we have lost another deliverer. Currently the Clerk is doing the delivery to all Tamarind Gardens previously done by two residents and doesn't feel she can take on another. |
| 1810/13 | Consideration of the formation of a working group to form a Parish Emergency Plan[^] - SCDC are in the process of updating their records for Parish Emergency Plans. SCDC strongly recommend that Parish Councils have a completed plan. (A suggested plan is attached for information). |
| 1810/14 | Consideration of meeting dates for 2019[^]. A suggested list is attached for information. |
| 1810/15 | Existing Highways/Fly Tipping and Street Lighting Issues. There have been no updates regarding the repair/replacement to the signs and bollard reported. The caravan has been moved on from the layby. |
| 1810/16 | New Highways and Street Lighting <i>Please report any <u>new items</u> under this heading. If you are reporting streetlights, or lit bollards etc., please ensure you provide the number and location (i.e. opposite No 12). Photographs are very helpful.</i> |
| 1810/17 | <u>Finance</u> Invoices – none have been sent Council to note Focus School has closed. |
| 1810/18 | Payments to be made – To agree and authorise payments A full payment schedule will be circulated at the meeting. |
| 1810/19 | Balances and Bank Reconciliation. A full bank reconciliation and details of balances held as at 30 th August and 30 th September will be presented at the meeting. |
| 1810/20 | The Clerk was due to open a Treasurers Account with Santander but has discovered that only one signatory is required which does not meet the Councils Financial Regulations and further investigations are being made. |
| 1810/21 | <u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk. |
| 1810/22 | Recreation and Environment Committee. The next meeting is scheduled for 15 th October at 6.30pm. |
| 1810/23 | Finance Committee. The next meeting is scheduled for 19 th November at 7.30pm. |

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| 1810/24 | Policy Review and Staffing Committee. No meeting is scheduled at the present time. |
| 1810/25 | Consultation Committee. No meeting is scheduled at the present time. |
| 1810/26 | Community Care / Lifeline Committee. The next meeting is scheduled for 19 th November at 6.30pm |
| 1810/27 | Bus Group –To receive a report if available. |
| | <u>Reports from Other Groups</u> |
| 1810/28 | Teversham C of E Primary School Governors – to receive if available. |
| 1810/29 | Bewick Bridge Community Primary School - to receive a report if available. |
| 1810/30 | Airport Consultative Committee – to receive a report if available. |
| 1810/31 | Neighbourhood Police Panel/Police Issues. To discuss/share any issues. |
| 1810/32 | <u>Correspondence.</u> Members are welcome to view any of the correspondence detailed below: War Memorials Trust Clerks and Councils Direct latest edition Wandlebury Ring latest edition The Clerk latest edition Romsey Mill Newsletter |
| | <u>Planning.</u> <i>Please remember, that all members of the parish council must take part in the decisions made under this heading, UNLESS they have to declare an interest. This section is still a formal part of our meeting.</i> |
| 1810/33 | For information only - Discharge of Condition 28 of Planning permission S/3591/16/FL. Land to the South of Hangar 21, West of, Land at Cambridge Airport, Newmarket Road. Application ref S/3304/18/DC for Mr Barry Carter, Marshall Aerospace and Defence Group. |
| 1810/34 | Items to report |