

## Minutes of the Annual Meeting and Full Parish Council Meeting 14<sup>th</sup> May 2018 at Hope Community Church at 7.30pm.

Present: **Chair** Cllr Kelleway **Councillors:** Amrani, Bramley, Fisher, Hills, Hunt, Martin, Nicholson, Oxford, Van der Walle, the Clerk and SCDCllr Graham Cone.

<b><u>Minutes of the Annual Meeting of the Parish Council</u></b>		
<b>1805/01</b>	<p><b>Election of Chair/Declaration of Acceptance of Office</b> Cllr Kelleway was proposed by Cllr Oxford, seconded by Cllr Amrani and re-elected unanimously. Cllr Kelleway thanked members for their support and confidence in his abilities. Cllr Kelleway signed an Acceptance of Office form and the Clerk countersigned as Proper Officer.</p>	
<b>1805/02</b>	<p><b>Apologies, Welcome and Introductions including thanks to retiring Cllrs and welcome to new Cllrs.</b> Apologies were received and accepted from Cllr Freeman and SCDCllr Daunton both for personal reasons. Cllr Kelleway welcomed both Cllr Hunt the new Parish Councillor and SCDCllr Graham Cone. Cllr Kelleway also thanked Al MacInnes for all his work and support as a councillor through his time in office.</p>	
<b>1805/03</b>	<p><b>Declarations of Interest</b> were made by Cllr Hunt in regard to the internal auditor as he is family friend and to the planning application S/4596/17 FL as the application is being made by a member of her family. Cllr Fisher also declared an interest for the same planning application as he has used the applicant's child minding services. Cllr Bramley also declared an interest as she is a member of the pre-school committee which a nursery might compete with.</p>	
<b>1805/04</b>	<p><b>Public Forum.</b> There were no members of the public present.</p>	
<b>1805/05</b>	<p><b>Register of Interests</b> All members were requested to complete the new declaration of interest forms that the clerk has received from SCDC.</p>	<b>All Cllrs</b>
<b>1805/06</b>	<p><b>Election of Vice Chair. To elect a Vice Chair for the year 2018/2019.</b> Cllr Kelleway proposed Cllr Amrani, Cllr Fisher seconded and Cllr Amrani was re-elected unanimously. Cllr Amrani signed an Acceptance of Office form and the Clerk countersigned as Proper Officer</p>	
<b>1805/07</b>	<p><b>Election of Committees</b> The following members were unanimously elected to serve on the Council's committees as follows:</p> <ul style="list-style-type: none"> <li>i. <b>Planning Committee</b> All members of the parish council will be elected as members of the planning committee.</li> <li>ii. <b>Finance and Audit Committee</b> <i>(5 members ex Chair and Vice Chair)</i> Cllrs Amrani, Fisher, <b>Kelleway</b>, Martin, Oxford and Nicholson.</li> <li>iii. <b>Recreation and Environment Committee</b> <i>(5 members ex Chair and Vice Chair)</i> Cllrs Bramley, <b>Fisher</b>, Freeman, Hills, Kelleway, and Van der Walle.</li> <li>iv. <b>Community Care Committee</b> <i>(5 members ex Chair and Vice Chair)</i></li> </ul>	

1805/08	<p>Cllrs Freeman, Hills, Hunt, <b>Kelleway</b>, and Martin.</p> <p><b>v. Policy Review Committee</b> (5 members ex Chair and Vice Chair) Cllrs Amrani, Bramley, <b>Kelleway</b>, Martin and Oxford.</p> <p><b>vi. Consultation Committee</b> (5 members ex Chair and Vice Chair) Cllr Amrani, Fisher, Hunt, <b>Kelleway</b>, Martin and Oxford.</p> <p>As this was the first meeting of the Parish Council for the new term of office all Cllr signed Acceptance of Office forms,</p>	
1805/09	<p><b>Election of Council Representatives</b></p> <p>i. <b>Teversham Primary School</b> – Cllr Bramley ii. <b>Lady Joan Jermy Charity</b> – Cllrs Oxford and Martin iii. <b>Cambridge Airport Consultative Committee</b> – Cllr Freeman iv. <b>Parish Archaeological Warden</b> – Cllr Oxford v. <b>Tree Warden</b> – Cllr Fisher</p>	
1805/10	<p><b>Appointment of Responsible Financial Officer (RFO).</b> It was resolved to appoint the Clerk to serve as Responsible Financial Officer.</p>	
1805/11	<p><b>Appointment of Internal Auditor.</b> It was resolved to seek 3 alternatives to replace Mr M Williamson.</p>	
1805/12	<p><b>Review of Banking Arrangements..</b> It was resolved that the Finance Committee can investigate and consider the opening of an additional savings account.</p>	Clerk
1805/13	<p><b>Review of Standing Orders.</b> These were reviewed and amendments adopted 9th October 2017. There are new Standing Orders from NALC which will be reviewed at the July policy committee meeting.</p>	Clerk
1805/14	<p><b>Review of Risk Management Document.</b> This document was reviewed and amendments adopted 9<sup>th</sup> October 2017. These are next due for review July 2018.</p>	
1805/15	<p><b><u>Minutes of the May 2018 ordinary meeting of the Parish Council</u></b></p> <p><b>CCC, SCDC and Clerk reports</b></p> <p><b>There was no CCCllr report.</b></p> <p><b>SCDCllrs Report.</b></p> <p>SCDCllr Graham Cone introduced himself, thanked those present for electing him and explained why there are now 3 SCDCllrs serving Teversham. Part of his role will be to hold SC to account for providing better services for villages in the ward. In Fulbourn a group has been set up to tackle loneliness and Cllr Cone would like to see that initiative spread to other villages. He explained the work in Fulbourn has only just begun but part of that was to co-ordinate community groups and consider time banking. It was suggested he contact the Hope Church Minister to discuss this further.</p>	
1805/16	<p>A question was asked about representation at each PC meeting and SCDCllr Cone replied he was sure there would be a SCDCllr present at every meeting but perhaps not all 3.</p> <p><b>Clerks Report.</b></p> <p>The Clerk reported that she had received an odd request about a link on the website for post office locations and it was decided to ignore these. The Handyman has been asked to look at some of the safety matting under the slide unit at the recreation ground that the litter picker has reported. The grit bin has been order for Tamarin</p>	

1805/17	<p>Gardens</p> <p><b>To approve the Minutes of the last Parish Council.</b> The Minutes of the meeting held on Tuesday 3<sup>rd</sup> April were agreed to be a true record of the meeting and signed.</p> <p><b>Matters Arising</b></p>	
1705/07	<p><b>Need to Increase Parking Capacity on Sheppard Way.</b> No further correspondence has been received regarding the extra parking provision following the meeting regarding further loss of spaces resulting from the development of 38 High Street.</p>	
1804/08	<p>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. The appeal for the noise abatement hearing will be held on 31st May; As reported under planning the Parish Council's appeal against the enforcement notice against the planning permission refusal was successful , on the grounds that the bund and fence were "Permitted Development" under the GPDO, so the bund and fence can remain. New signs have been put on the harris fencing and all Cllrs are checking when possible that the skate park is not being used.</p>	All Cllrs
1804/09	<p><b>Redevelopment of Pembroke Way</b> – The previous planning application for Pembroke Way had to be withdrawn as the land that was transferred from the parish council to South Cambs was in the green belt. SCDC architects have revised the development scheme. Pre-application advice has been taken and once the appropriate surveys have been completed Saunders Boston will be submitting the planning application. The Clerk has not yet received the formal planning application but has received a copy of the agreement from Ashtons to re-sign as SC has mislaid the original copy. Cllr Hunt updated the Council that she had heard the recent election had delayed the application, which was in response to her chasing it as she finished her time in office with the district council.</p>	
1804/38	<p><b>Speed Limit Changes</b> – there is an update under planning.</p>	
1805/18	<p><b>Defibrillator Update.</b> There was no update.</p>	
1805/19	<p><b>Proposed Village Hall/Sports Provision.</b> Cllr Kelleway gave a brief update that the original proposal could be re-considered as probate has been completed for Mr White who originally agreed to the use of some land in return for being able to build some houses. He highlighted that this as very early stages and would all be subject to approval from local residents and SCDC. It was resolved that a further meeting would be required. The Cllrs willing to be involved were Kelleway, Hunt and Martin.</p>	
1805/20	<p><b>Play Equipment Inspections-</b> the latest safety inspection has been carried out. Details of which have been circulated. Safe Play have a back log of work and the repairs Council requested last November have not yet been carried out. The handyman has been approached regarding the repairs listed on the current inspection. He cannot complete all of them but will start work on those he can this</p>	

	week. Additionally SafePlay have now completed the work requested last November.	
1805/21	<b>Bin repairs, requests and locations.</b> Council have received some correspondence that some bins could do with replacing and a request for a bin on Fulbourn Old Drift. Additionally there is no list of where the bins are located in the parish. It was resolved to order two new dog waste bins and a rubbish bin. The Recreation Committee can continue to plan the siting of the bin. The Clerk was asked to produce a bin inventory.	Clerk
1805/22	<b>Street lamps Maintenance.</b> The Clerk has sought clarification and the quote from K & M Lighting Services Ltd includes an annual inspection and report on the condition of the lights. It was resolved to go ahead for a year initially and requested that the year starts with an inspection. As a recap the Clerk asked Balfour Beatty, K&M Street Lighting and Westcotec for quotes.	Clerk
1805/23	<b>Parish Council Website.</b> There was no update.	Clerk
1805/24	<b>Insurance Renewal.</b> It was resolved to renew the contract for a year and for the Finance Committee to review the insurance provision and seek alternative quotes.	
1805/25	<b>Existing Highways/Fly Tipping and Street Lighting Issues.</b> Two of the signs on Aiport Way between the Church Road village entrance and the roundabout with Newmarket Road have not been replaced. The sign to Teversham Village and the Cherry Hinton Road Sign have been knocked and are now leaning at an angle. The Clerk was asked to liaise with highways over their repair/replacement.	
1805/26	<b>New Highways and Street Lighting.</b> There were no new issues.	
1805/27	<b>Finance</b> <b>The village grass cutting invoice for 2018/2019 has been sent to CCC Council noted the following payments have been received :</b>	
1805/28	<b>£6104 from SCDC for grass/shrub cutting at Foxgloves</b> <b>£265.24 from HMRC VAT Reclaim</b> <b>£39,000 SCDC Precept</b> <b>Payments of £ 9231.79 were authorised.</b>	
1805/29	A full payment schedule was circulated at the meeting.	
1805/30	<b>Balances and Bank Reconciliation.</b> A full bank reconciliation and details of balances held as at 31 <sup>st</sup> April 2018 was presented. Audit Review. The internal audit went well and we have nothing to work on. There was one mistake on the AGAR under the internal auditors instruction this was changed and the forms submitted.	
	<b><u>Policies and Parish Council Administrative Housekeeping</u></b>	
1805/31	<b>Monthly Consideration of Parish Council Risk.</b> Council to note the door on the football pavilion is not aligning correctly and therefore the alarm is not working. It was resolved to ask the handyman to take a look.	
1805/32	<b>GDPR update</b> Council to note the GDPR new data protection will become law in May and there will be changes to consider. It was resolved that the privacy notices and	Clerk

1805/33	<p>consent forms be adopted. Cllrs will sign and return their consent forms to the Clerk.</p> <p><b>Recreation and Environment Committee.</b> The next meeting is scheduled for 18<sup>th</sup> June at 6.30pm.</p>	<b>All Cllrs</b>						
1805/34	<p><b>Finance Committee.</b> The next meeting has been scheduled for July 16<sup>th</sup>, 7.30pm.</p>							
1805/35	<p><b>Policy Review and Staffing Committee.</b> The next meeting has been scheduled for June 18<sup>th</sup>, 7.30pm.</p>							
1805/36	<p><b>Consultation Committee.</b> No future meeting is scheduled at the present time.</p>							
1805/37	<p><b>Community Care / Lifeline Committee.</b> The next meeting is scheduled for 16<sup>th</sup> July at 6.30pm.</p>							
1805/38	<p><b>Bus Group</b> –there was no report available.</p>							
1805/39	<p><b>Reports from Other Groups</b></p> <p><b>Teversham C of E Primary School Governors</b> - there was no report available.</p>							
1805/40	<p><b>Bewick Bridge Community Primary School</b> - there was no report available.</p>							
1805/41	<p><b>Airport Consultative Committee</b> – there has been a change in management. The Council should receive a copy of the noise action plan. The numbers of flights were similar to last year. The new engine testing area should be in operation shortly. From January to April there were 14 noise complaints, 5 of these were non airport related. The next meeting is scheduled for 14<sup>th</sup> November.</p>							
1805/42	<p><b>Neighbourhood Police Panel/Police Issues</b> – there was no update. Cllr Oxford asked if anyone else could attend the meetings as he has missed a number over the last year. Cllr Martin offered to try and cover some of the meetings.</p>							
1805/43	<p><b>Correspondence. Council noted</b> the following correspondence:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">CPPF - The Ring Spring Edition</td> <td style="width: 50%;">Changes to VAT Claims</td> </tr> <tr> <td>BT – phone box removal due September 2018</td> <td>SLCC Training</td> </tr> <tr> <td>Thanks from Cambridgeshire Bobby Scheme</td> <td>LCR Spring Magazine</td> </tr> </table>		CPPF - The Ring Spring Edition	Changes to VAT Claims	BT – phone box removal due September 2018	SLCC Training	Thanks from Cambridgeshire Bobby Scheme	LCR Spring Magazine
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	<p><b>Planning.</b></p> <p>Council noted :</p> <p>S/1281/18/PA Prior Approval for a single storey rear extension for 13 Lady Jermy Way for Mr and Mrs Terry Holmes.</p> <p>The response from CCC regarding the speed changes On Cherry Hinton Road and Airport Way. The reason the 40 mph speed limit has been confined to the section of Cherry Hinton Road and Airport Way as shown in the consultation plan is to slow vehicles and give them appropriate forward visibility as they approach new signalised junctions and crossings that are proposed as part of the proposed development of land north of Cherry Hinton and to indicate to drivers that they are entering a built up area. The proposed 40 mph speed limit should slow vehicles before they proceed towards Teversham Village and along Church Street. It is probable that if the 40mph speed limit was extended further north along Airport Way (towards Newmarket Road) that some vehicles would not adhere to the speed limit on a section of road that would not be in a built up area and feels like a national speed limit road. The introduction of this proposed 40mph speed limit and the proposed new roundabout at the Airport Way and Church Road junction (which I</p>							

	<p>understand has been proposed and approved as part of the Wing Development) should lower vehicles speeds as they approach the Primary School.</p> <p>To add a bit of context to the proposed speed limit Order, this Order is being made following a third party Traffic Regulation Order application from Marshalls (c/o Peter Brett Associates) and is being submitted at this early stage as it forms part of the access strategy in support of their outline planning application.</p> <p>It was resolved to make no further comments.</p> <p>Planning Inspectorate Ref: APP/W0530/C/17/3188345 Planning Ref: ENF/0435/17 for the Play Area near to Borley Way/Sheppard Way, Teversham Proposal: Erection of 1.8 m high fencing sited on top of an earth bund (retrospective application). For the Noise Abatement Notice. Appeal Decision: Allowed.</p> <p>Planning Inspectorate Ref: APP/W0530/W/17/3187963 Planning Ref: S/3086/16/FL for the erection of 1.8 m high fencing sited on top of an earth bund (retrospective application) at play Area near to Borley Way/Sheppard Way, Teversham. Appeal Decision: Dismissed</p> <p>SCDC has given permission for S/0815/18/FL for a two storey rear extension, first floor extension to front and erection of porch for 24 Lemur Drive for Mr and Mrs Goldsbrough</p> <p>All Cllrs who declared an interest left the meeting at this point.</p> <p><b>1805/44</b> Council to consider S/4596/17 FL for change of use from residential to nursery for 7 Church Road for Ms Natalie Hunt. Council recommend refusal for this application. Although the Parish Council welcomes the proposal for nursery provision and employment opportunities in the village there are major concerns regarding the position of the proposed nursery.</p> <p>The provision for parking and the space to allow manoeuvring of customers vehicles is inadequate. This will have an impact on the highway and will exacerbate existing parking issues on Church Road due to the close proximity of the primary school creating further risks for children.</p> <p>Additionally the shared access with the garage is unsatisfactory and may impact negatively on both businesses.</p> <p><b>1805/45</b> As reported earlier SCDC has given permission for S/0815/18/FL.</p> <p><b>1805/46</b> <b>Items to report</b> Cllr Bramley has reported an Ofo Bike abandoned at the recreation ground. Cllr Martin reported that Mr Borley had died.</p> <p>The meeting closed at 9.30pm</p>	
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