

Teversham Parish Council

To members of the Council:

You are hereby summoned to attend a meeting of Teversham Parish Council

At **Bewick Bridge Community Primary School** on **Monday 13th May 2019 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

B Whitehouse – Clerk to Teversham Parish Council

Dated: 4th May 2019

**Agenda for the Annual Meeting of the Parish Council
and Full Parish Council Meeting – May 2019**

1905/01	Election of Chair/Declaration of Acceptance of Office To elect a Chairperson for the year 2019/2020 and to receive Chairman's Declaration of Acceptance of Office. If you wish to stand, please let the Clerk know before the meeting.
1905/02	Apologies, Welcome and Introductions
1905/03	Declarations of Interest
1905/04	Public Forum To allow any member of the public to address the Council. This session is to last no more than 10 minutes.
1905/05	Register of Interests All members should consider if there are any changes to their register of interests. If you wish to review yours, please contact the Clerk as soon as possible. This can be done at any time during the year. This information is published on South Cambridgeshire District Council's website so you can access it anytime.
1905/06	Election of Vice Chair To elect a Vice Chair for the year 2019/2020.
1905/07	Election of Committees <u>quorum 3 elected members for each committee unless otherwise stated.</u> i. Planning Committee – all members of the parish council will be elected as members of the planning committee. ii. Finance and Audit Committee ii. Recreation and Environment Committee v. Community Care Committee

	<ul style="list-style-type: none"> v. Policy Review Committee vi. Consultation Committee
1905/08	<p>Election of Council Representatives</p> <ul style="list-style-type: none"> i. Teversham Primary School ii. Lady Joan Jermy Charity ii. Cambridge Airport Consultative Committee v. Parish Archaeological Warden v. Tree Warden
1905/09	Appointment of Responsible Financial Officer (RFO) This is usually the Clerk.
1905/10	Appointment of Internal Auditor.
1905/11	Review of Standing Orders. These were reviewed in 2018. Please ask the Clerk for a copy if required BEFORE the meeting.
1905/12	Review of Risk Management Document. This document was reviewed and amendments adopted 9 th October 2017. These are next due for review July 2019.
	<u>We then move onto the business of the May 2019 ordinary meeting of the Parish Council</u>
1905/13	<p>To take CCC, SCDC and Clerk reports (15mins) To receive a report from the CCCLlr. To receive a report from the SCDCllrs. To receive a report from the Clerk.</p>
1805/14	<p>To approve the Minutes[^] of the last Parish Council meeting held on Monday 1st April. Copies attached for information. .</p>
1705/07	<p>Matters Arising Need to Increase Parking Capacity on Sheppard Way. The additional parking on Sheppard way is currently with the SC architect for plans to be drafted. Once plans are complete SCDC will consult the local residents, the Parish Council and local members prior to planning permission being applied for.</p>
1810/08	Update on the Borley Way Skate Park. MRL have completed the fence work at the Skate Park and Council should now be able to reopen it.
1810/09	Defibrillator Update. It appears no work has been done on the application portal. From the website it appears we would need to become a support group and the Clerk is seeking further guidance from the British Heart Foundation.
1901/11	Litter Pickers Contracts. The contracts have been updated but not the job descriptions the Clerk and Chairman will meet in mid- May to finalise the drafts before bringing to Council.
1903/11	Improvements to Church Car Park – due to the barrier restriction Marshalls are no

<p>1904/10</p>	<p>longer considering the car park improvements.</p> <p>Items in store – there has been no reply to the email the Clerk sent asking for copies of any correspondence Oasis had sent us.</p> <p>Items for consideration</p>						
<p>1905/15</p>	<p>Proposed Village Hall/Sports Provision – update.</p>						
<p>1905/16</p>	<p>Consideration of the K&M Lighting Contract– The contract does allow for a yearly visual inspection of the lighting stock. We did carry out this in January 2019 so is not needed until next year. The cost is £787.03.</p> <p>The Clerk also enquired about electrical testing and the response was as follows ‘you should have an electrical test carried out on your lights every 6 years, you could ask your last contractor if and when they carried out this work.’</p>						
<p>1905/17</p>	<p>Parish Council Website</p>						
<p>1905/18</p>	<p>Insurance Renewal. The renewal notice has been received. The quote for one year is £1,439.10 The Clerk has also received a quote from BHIB for £1,011.39 and is waiting for one final quote. The last two quotes should include some data breach cover. The Zurich one doesn’t.</p> <p>Additionally CAPALC council have received the annual membership information. Membership is £519.26 but there is an optional Data Protection Scheme</p> <table border="1" data-bbox="359 1294 954 1406"> <tr> <td>Under £25,000</td> <td>£25</td> </tr> <tr> <td>Over £25,000 but less than £200,000</td> <td>£50</td> </tr> <tr> <td>Over £200,000</td> <td>£75</td> </tr> </table>	Under £25,000	£25	Over £25,000 but less than £200,000	£50	Over £200,000	£75
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<p>1905/19</p>	<p>To consider a quote from RH Landscapes and Maintenance Services £1248 (formerly Hamill Landscaping) to prepare and reseed area around skatepark.</p>						
<p>1905/20</p>	<p>Existing Highways/Fly Tipping and Street Lighting Issues. To receive an update of existing issues.</p>						
<p>1905/21</p>	<p>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></p>						
<p>1905/22</p>	<p>Finance No invoices have been sent.</p>						
<p>1905/23</p>	<p>Council to note the first half of £39,000 SCDC Precept has been received</p>						
<p>1905/24</p>	<p>Payments to be made – To agree and authorise following payments:</p>						

Description	Amount
Salaries, pensions and HMRC payments	1611.64
Cambridgeshire Acre membership	57.00
MRL Construction	2223.99
Age UK	3750.00
Lifeline	22.35
K&M Lighting Services	86.10
RH Landscapes and Maintenance Services (formerly Hamill Landscaping)	1639.20
Safeplay	726.00
Teversham Conservative Club	576.00

- 1905/25** A full payment schedule will be circulated at the meeting.
Balances and Bank Reconciliation. A full bank reconciliation and details of balances held as at 31st April 2018 will be presented at the meeting.
- 1905/26** **Policies and Parish Council Administrative Housekeeping**
Monthly Consideration of Parish Council Risk.
- 1905/27** **Recreation and Environment Committee.** The next meeting is scheduled for 17th June at 6.30pm.
- 1905/28** **Finance Committee[^].** The draft Minutes of the meeting held on 29th April are attached. The next meeting has been scheduled for July 15th, 7.30pm.
- 1905/29** **Policy Review and Staffing Committee[^].** The next meeting has been scheduled for 17th June, 7.30pm.
- 1905/30** **Consultation Committee[^].** The draft Minutes of the meeting held on 23rd April are attached No future meeting is scheduled at the present time.
- 1905/31** **Community Care / Lifeline Committee.** The next meeting is scheduled for 15th July at 6.30pm.
- 1905/32** **Bus Group** –To receive a report if available.
- 1905/33** **Reports from Other Groups**
Teversham C of E Primary School Governors – to receive a report if available.
- 1905/34** **Bewick Bridge Community Primary School** - to receive a report if available.
- 1905/35** **Airport Consultative Committee** – to receive a report if available.
- 1905/36** **Police Issues.** To discuss/share any issues.
- 1905/37** **Correspondence.** Members are welcome to view any of the correspondence detailed below: CPPF The Ring latest edition. CPRE Countryside Voice latest edition
- Planning.**
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.

	<p>For Info Only S/1090/19/DC for Mr Barry Carter, Marshall Aerospace and Defence Group Discharge of Condition 18 (Odour Management Plan) of Planning Application S.3591.16.FL - Aircraft Engine Ground Running Enclosure and supporting infrastructure works including a new taxiway link and other associated works. Land to the South of Hangar 21, West of , Land at Cambridge Airport, The Airport, Newmarket Road</p>
1905/38	S/1024/19/FL, Dr Nayyar Teversham for Single storey front & rear extension and 2m high close boarded boundary fence for 10, The Lynx
1905/39	S/1081/19/VC for Darren Warner for Bewick Bridge Community Primary School, Fulbourn Old Drift, Teversham for variation of condition 2 (approved plans) of planning permission S/1081/18/FL
1905/40	S/0835/19 FL for Mr Stefan Lugmayer, Everbrite Windows for external window and door replacement to all remaining timber window/doors with PVC-u for 17-96 Lucerne Close
1905/41	S/0866/19 FL for Mr Stefan Lugmayer, Everbrite Windows for external window and door replacement to all remaining timber window/doors with PVC-u for 152-174 Lucerne Close.
1905/42	S/0833/19 FL for Mr Stefan Lugmayer, Everbrite Windows for external window and door replacement to all remaining timber window/doors with PVC-u for 176-198 Lucerne Close
1905/43	S/0851/19/FL FL for Mr Stefan Lugmayer, Everbrite Windows for external window and door replacement to all remaining timber window/doors with PVC-u for Residential block of flats, 73-95 Speedwell Close.
1905/44	S/0861/19/FLS/0833/19 FL for Mr Stefan Lugmayer, Everbrite Windows for external window and door replacement to all remaining timber window/doors with PVC-u for 36-82 , Speedwell Close
1905/45	Items to report

