

Minutes of the Parish Council Meeting held on 3rd June 2019 at Hope Community Church at 7.30pm.

Present: Councillors: Amrani, Bramley, Fisher, Hills, Hunt, Kelleway, Martin. Nicholson, Oxford, Van der Walle, SCDClr Cone, CCCLr/SCDClr Williams and the Clerk.

		Action
46	Apologies were received and accepted from Cllr Freeman for person reasons.	
47	Declarations of Interest- there were no declarations of interest made.	
48	Public Forum – there were no members of the public present.	
49	<p>A written report was received from CCCLr Williams (Cambridge County Council) the main points were as follows: Cambridgeshire County Council has won the award for ‘Bikeability Grant Recipient of the Year’ Following the marketing of the six acre Shire Hall site in Central Cambridge – resulting in bids from more than 30 organisations - Brookgate has been agreed as the preferred bidder. The county’s data centre at Shire Centre will need to be moved to Peterborough at a cost of £7 million. This affects the CC SCDC as it uses it as a backup as part of its shared ICT service.</p> <p>Written reports were received from SCDClrs (south Cambs District Council) and the main points were as follows:</p> <p>SCDClr Cone: Marshalls announce they will be looking to relocate Cambridge airport Growth fund grant awarded to Agri-tech (natural plastic alternatives) Route chosen for the A428 upgrade</p> <p>SCDClrs Williams and Daunton: Climate Change Brexit Advisory Group Twenty-First Century Town Centre Planning Hill and Balfour Beatty in Partnership with South Cambs SME Workshop was held to help local small businesses tender for work for SC Parklife Denny Farmland Museum</p> <p>Cllr Martin asked a question regarding the Mayor and his budget. CCCLr Williams replied that some appointments are not going through the proper process.</p> <p>Cllr Amrani asked whether there had been any issue with EU residents not being on the electoral register. SCDClr Williams replied that the paper work had been sent out in good time in SC to ensure there was sufficient time for amendments to the electoral register and there had not been a problem in this district.</p> <p>Cllr Kelleway raised concerns regarding the appointment of the builders for Shire Hall. CCCLr Williams responded that any planning application will have to go through the usual planning application process.</p> <p>This was followed by some discussion regarding the Cambridge North Station Site and the Marshalls site. SCDClr Daunton highlighted the fact that many sites have been put forward but no decisions will be made public until the Autumn.</p>	

	<p>To receive a report from the Clerk</p> <p>The Clerk reported that most of the items she needs to report will be covered in the review of the internal audit and under the item Bin Issues. There is a meeting this coming Wednesday at Fen Ditton Community Primary School to discuss the provision of school places with the new school planned for the Wing Development.</p>	
50	<p>The Minutes of the last Parish Council meeting held on Monday 13th May 2019 were agreed to be a true record of the meeting and signed.</p>	
1705/07	<p>Matters Arising</p> <p>Need to Increase Parking Capacity on Sheppard Way. The plans for additional parking on Sheppard Way has been returned to the architects as there was a problem with the drainage. The large tree on the road also has to be removed.</p>	
1810/08	<p>Update on the Borley Way Skate Park. The skate park is now re-opened, the damaged fence panel replaced and SCDC and Wren have been informed. No complaints regarding noise have been received. Cllr Freeman is contacting Butlers to get the heras fencing removed.</p>	Cllr Freeman
1901/11	<p>Litter Pickers Contracts. The contracts have been updated but not the job descriptions the Clerk and Chairman will meet to finalise the drafts before bringing to Council.</p>	
1904/10	<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. The query has been closed but the Clerk has requested that it is re-opened. Additionally, the previous clerk has found more boxes of files in her loft.</p>	
37	<p>Reported car repair works being carried out on Lemur Drive. Cllr Cone reported that an enforcement officer has visited the area but not witnessed any wrong doing. The problem maybe that the works occur predominantly on a Sunday afternoon.</p>	
	<p>Items for consideration</p>	
51	<p>Proposed Village Hall/Sports Provision – there was no further update.</p>	
52	<p>Parish Council Website – the Clerk has sent the forms from the AGAR (audit) that need to be published to the website manager.</p>	
53	<p>Consideration of the layby. This would not be straight forward to get closed but perhaps something could be done under the Zero Carbon Grant Scheme or Local Highways Initiative such as electrical charging points.</p>	
54	<p>Consideration of an application for the Zero Carbon Grant Scheme. The ideas that Cllr Fisher suggested will be circulated and this will be considered at the next full council meeting.</p>	Clerk
55	<p>Internal Audit Report. To review the report from the internal auditor with particular reference to the requirement that Cllrs have dedicated email addresses and consideration of a six-month visit. There was considerable discussion regarding this. It was resolved to seek further advice regarding how Council can manage the emails and that a six-month review by the auditor would be worthwhile.</p>	
56	<p>Defibrillator – consideration of moving this project forward after missing the British Heart Foundation funding deadline. It was resolved that Cllr Hunt and the Clerk will investigate further.</p>	Clerk and Cllr Hunt

57	<p>Bin issues – The Chairman and the Clerk met with an officer from SC. It appears all the bins on Borley Way rec were not being emptied but we can have those away from the path emptied for a cost of £3 every week. It was agreed to pay this fee. It was resolved to seek clarification regarding the unemptied bins on Lady Jermy Way. It was agreed to purchase a red dog bin for the Borley Way entrance, subject to the Clerk obtaining confirmation that SCDC would empty this.</p>	Clerk																																
58	<p>Review of the Annual Parish Meeting held on Monday 20th May. The meeting was felt to have gone well. There was some discussion on the coloured edition of the Teversham News with 4 members in favour of the coloured edition, 2 in favour of black and white and 2 abstentions and it was resolved this should be an item on the next agenda.</p>	Clerk																																
59	<p>Existing Highways/Fly Tipping and Street Lighting Issues. The cycle crossing signs, on Airport Way, one of which has been down for some time have been reported again. A faulty Parish Council light in Buffalo Way had been reported and repaired.</p>																																	
60	<p>New Highways and Street Lighting there were no new issues.</p>																																	
	<p>Finance</p>																																	
61	<p>No invoices have been sent.</p>																																	
62	<p>A full Payment Schedule was circulated. The following payments were agreed and authorised:</p>																																	
	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Salaries, pensions and HMRC payments</td> <td>1611.64</td> </tr> <tr> <td>Canalbs Ltd – internal audit</td> <td>189.07</td> </tr> <tr> <td>CAPALC Affiliation fee for 2019/20</td> <td>519.26</td> </tr> <tr> <td>Cambridgeshire & Peterborough Association of Local Councils</td> <td></td> </tr> <tr> <td>K&M Lighting Services – street lighting maintenance contract</td> <td>86.10</td> </tr> <tr> <td>RH Landscapes and Maintenance Services (formerly Hamill Landscaping)</td> <td>1639.20</td> </tr> <tr> <td>Camguard Fire and Security for annual alarm check at pavilion</td> <td>36.96</td> </tr> <tr> <td>Office Depot – paper and toner cartridge</td> <td>50.28</td> </tr> <tr> <td>SLCC membership</td> <td>156.00</td> </tr> <tr> <td>BHIB Insurance</td> <td>960.83</td> </tr> <tr> <td>CCC – Local Highways Initiative</td> <td>282.18</td> </tr> <tr> <td>CCC – street lighting energy</td> <td>1391.83</td> </tr> <tr> <td>Bewick Bridge Community School – room hire for PC meetings</td> <td>33.00</td> </tr> <tr> <td>MRL Construction and Maintenance – replacement and installation of fence panel</td> <td>405.60</td> </tr> <tr> <td>Grant for Hope Community Church</td> <td>400.00</td> </tr> </tbody> </table>	Description	Amount	Salaries, pensions and HMRC payments	1611.64	Canalbs Ltd – internal audit	189.07	CAPALC Affiliation fee for 2019/20	519.26	Cambridgeshire & Peterborough Association of Local Councils		K&M Lighting Services – street lighting maintenance contract	86.10	RH Landscapes and Maintenance Services (formerly Hamill Landscaping)	1639.20	Camguard Fire and Security for annual alarm check at pavilion	36.96	Office Depot – paper and toner cartridge	50.28	SLCC membership	156.00	BHIB Insurance	960.83	CCC – Local Highways Initiative	282.18	CCC – street lighting energy	1391.83	Bewick Bridge Community School – room hire for PC meetings	33.00	MRL Construction and Maintenance – replacement and installation of fence panel	405.60	Grant for Hope Community Church	400.00	
Description	Amount																																	
Salaries, pensions and HMRC payments	1611.64																																	
Canalbs Ltd – internal audit	189.07																																	
CAPALC Affiliation fee for 2019/20	519.26																																	
Cambridgeshire & Peterborough Association of Local Councils																																		
K&M Lighting Services – street lighting maintenance contract	86.10																																	
RH Landscapes and Maintenance Services (formerly Hamill Landscaping)	1639.20																																	
Camguard Fire and Security for annual alarm check at pavilion	36.96																																	
Office Depot – paper and toner cartridge	50.28																																	
SLCC membership	156.00																																	
BHIB Insurance	960.83																																	
CCC – Local Highways Initiative	282.18																																	
CCC – street lighting energy	1391.83																																	
Bewick Bridge Community School – room hire for PC meetings	33.00																																	
MRL Construction and Maintenance – replacement and installation of fence panel	405.60																																	
Grant for Hope Community Church	400.00																																	
	<p>Balances and Bank Reconciliation. A full bank reconciliation was presented</p>																																	
63	<table border="1"> <tbody> <tr> <td>Opening Balance</td> <td></td> <td>101433.17</td> </tr> <tr> <td>Expenditure</td> <td>11236.98</td> <td>90196.19</td> </tr> <tr> <td>Paid April listed in May</td> <td>79.35</td> <td>90275.54</td> </tr> <tr> <td>Unpresented from April</td> <td>2939.20</td> <td>87336.34</td> </tr> <tr> <td>Paid May not yet listed</td> <td>400.00</td> <td>86936.34</td> </tr> <tr> <td>Unpresented from May</td> <td>576.00</td> <td>87512.34</td> </tr> </tbody> </table> <p>As agrees with bank statement</p>	Opening Balance		101433.17	Expenditure	11236.98	90196.19	Paid April listed in May	79.35	90275.54	Unpresented from April	2939.20	87336.34	Paid May not yet listed	400.00	86936.34	Unpresented from May	576.00	87512.34															
Opening Balance		101433.17																																
Expenditure	11236.98	90196.19																																
Paid April listed in May	79.35	90275.54																																
Unpresented from April	2939.20	87336.34																																
Paid May not yet listed	400.00	86936.34																																
Unpresented from May	576.00	87512.34																																

Other Accounts	
Unity Trust	6039.49
Bath Building Society	0
Cambridge Building Society	73157.45
Accounts Total	£166,709.28

Policies and Parish Council Administrative Housekeeping

64 **Monthly Consideration of Parish Council Risk.** There is a broken Step on play equipment at Lady Jermy Way. It was resolved to remove the bin on Sheppard Way pocket park and replace it if a litter problem is reported by the litter picker.

65 **Recreation and Environment Committee.** The next meeting is on 17th June 6.30pm.

66 **Finance Committee.** The next meeting is on July 15th, 7.30pm.

67 **Policy Review and Staffing Committee.** The next meeting is on 17th June, 7.30pm.

68 **Consultation Committee.** No future meeting is scheduled at the present time.

69 **Community Care / Lifeline Committee.** The next meeting is on 15th July at 6.30pm.

70 **Bus Group** –the AGM is on Saturday 15th June at 2.30pm at St Andrews Baptist Church of Emmanuel Street. Another local meeting is being planned.

71 **Reports from Other Groups**

72 **Teversham C of E Primary School Governors** – there was no report available.

73 **Bewick Bridge Community Primary School** -. there was no report available

74 **Airport Consultative Committee** – notes from the meeting have been circulated. It was resolved to ask if a representative from Marshalls would come and speak the next Full Council meeting.

75 **Police Issues.** Ecops is no longer available.

Correspondence. The following correspondence was noted: *The Clerk Magazine latest edition*

Planning.
It was noted that SCDC has granted permission for:
S/1081/19/VC for Darren Warner for Bewick Bridge Community Primary School for Variation of condition 2 (approved plans) of planning permission S/4521/18/FL
S/0835/19 FL, 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 17-96, 176-198 Lucerene Close.

76 **For info only S/2682/13/OL** Non material amendment of outline planning permission Land North of, NEWMARKET ROAD, Application S/1610/19/NM Hill Marshall LLP.

77 **S/1580/19/FL** for 54, Caribou Way for a single storey rear extension Ms Kumari Edirisinghe. Council made no comments.

78 **S/1605/19/FL** Temporary highway works on the northern side of Newmarket Road for a period of up to five years for Hill Marshall LLP. Council requested more details and sought clarification on why the period is for 5 years.

79 **Items to report.** It was requested that the creation of a working group for the development including the Proposed Village Hall/Sports Provision be put on the agenda for the next full council meeting.

The meeting ended at 9.35pm.