

Minutes of the Parish Council Meeting held on 2nd September 2019 at Hope Community Church at 7.30pm.

Present: Councillors: Amrani, Fisher, Freeman, Hills, Hunt, Martin, Nicholson, Oxford, Van der Walle, SDCllrs Cone and Daunton, CCllr/SCDCllr Williams and the Clerk were present.

113	<p>Apologies were received and accepted from Cllrs Bramley and Kelleway both for personal reasons.</p>	
114	<p>Declarations of Interest – there were no declarations of interest made.</p>	
115	<p>Public Forum - There were no members of the public present.</p>	
116	<p>A written report was received from CCllr Williams the main points of which were as follows: Work is due to begin on constructing the new layout for the Fendon Road / Queen Edith's Way / Mowbray Road roundabout on Monday 9 September 2019. From October a van and trailer e-permit scheme across Cambridgeshire's nine household recycling centres (HRCs) will be introduced. Consultation about overnight support for children with disabilities The first meeting has taken place of a team of independent experts assembled by the Greater Cambridge Partnership to support the Greater Cambridge Citizens' Assembly in looking at how to tackle congestion, improve air quality and provide better public transport in Greater Cambridge. Next month the Greater Cambridge Partnership will ask for views on schemes for a new public transport route and significantly improved walking and cycling routes that will help reduce congestion and improve air quality. Work on the Chisholm Trail will take an exciting step forward next month with the start of construction for the Abbey Chesterton Bridge</p> <p>A written report was received from SDCllr Cone the main points of which were as follows: Funding put in place for CAM (Cambridgeshire Autonomous Metro) outline business case. Criminals targeting people with Universal Credit scam Scrutiny of customer contact service performance Potential sites for Marshalls Aerospace relocation. Ice skating arena in the Fen Ditton and Fulbourn ward has opened The Zero Carbon Community Grant Joint development Control Committee – Cambridge fringes (WING) Work should begin on Pembroke Way at the end of September.</p> <p>A written report was received from SDCllr Daunton the main points of which were as follows: An update on issues relating to Teversham. Wing Development - planning permission was given for the first phase of the Wing development Planning - the final stages of bringing together the planning service for the City and South Cambs are now in place. Local Transport Plan (LTP) Value for Money Strategy</p> <p>SDCllr Daunton also handed out a bus survey for Cllrs to respond too. She is meeting with Stagecoach next week.</p>	

	<p>Cllr Oxford asked if there would be other ways to respond to the bus survey rather than just online. SCDCllr Daunton answered that there were and she had already spoken with Cllr Hills about helping some residents complete the survey.</p> <p>Cllr Martin asked about the missing cycle crossing sign on Airport Way. It is thought that it may get replaced when a large number of signs need replacing.</p> <p>Cllr Amrani asked whether thought was being given to a temporary Traveller site as many Parish Councils are having to deal with people gaining access to land and financing injunctions to get them removed. CCllr Williams responded that this is being given some thought.</p> <p>Cllr Amrani wondered if some people were not using the new SCDC portal service simply because they would rather speak to a person.</p> <p>The Clerks Report. The Clerk thanked those who assisted when the Travellers gained access to the Recreation Ground and Borley's for welding a box over the padlock. There has been no further news regarding the recruitment of a new warden. A swing has broken at Borley Way. Cllr Van Der Walle is attending a meeting later this week on the Zero Carbon Grant Scheme. The Clerk has also been asked to attend a group considering community development of the new Marleigh site (Wing) at Marshalls.</p>	
117	<p>The Minutes of the last Parish Council meeting held on Monday 1st July 2019 were agreed to be a true record of the meeting with 2 amendments. That 'exclusive of VAT' is added to the defibrillator quotes under Item 90 and 'has' is changed to had under Item 101.</p>	
1705/07	<p>Matters Arising Need to Increase Parking Capacity on Sheppard Way. The additional parking on Sheppard Way remains with the SC architect for plans to be re-drafted.</p>	
1810/08	<p>Update on the Borley Way Skate Park. No recordings have taken place as the original complainant has not responded to SC officers.</p>	
1901/11	<p>Litter Picker Contracts and Job Descriptions. These have been updated and will be considered at the next Recreation and Environment Committee Meeting.</p>	
57	<p>Bins – The unused bin on Sheppard Way on the pocket park has been removed. The Clerk and Chairman met with a Greater Cambridge Waste Service representative to discuss the bins. The bins at Lady Jermy Way will be collected at no charge.</p>	
	<p>Items for consideration</p>	
118	<p>Proposed Village Hall/Sports Provision – there was no update.</p>	
119	<p>Parish Council Website – there was no update.</p>	
120	<p>Consideration of an application for the Zero Carbon Grant Scheme and/or Rural Energy Community Fund. Cllr Van der Walle reported that the options for these are trees, bike racks or electrical car charging points. Cllr Martin responded that he would be interested in investigating the car charging point further. The Clerk suggested she contact other parish clerks to seek advice on electric car charging points.</p>	<p>Clerk Cllr Van der Walle</p>

121	To consider whether to use General Power of Competence. After checking with SLCC the council are eligible to use this power. It was resolved to discuss this at the next Parish Council meeting in October.	Clerk
122	Defibrillator. Cllr Hunt has been in contact with 4 electricians: Icen Electrical, Complete Electrical Solutions, DK Electrical and Thompson Electrical. Other than Thompson Electrical there was either no response or reluctance to fit a defibrillator. Thompson were chosen as they have worked at the Teversham Club before and fitted a defibrillator before. The job is fairly complicated, a days work and will ensure the power cannot be accidentally switched off. The cost is £416.59 plus VAT. The order will be placed to move this item forward as quickly as possible. Cllr Hunt is attending a committee meeting with the Club. The Club have been very helpful and are keen to nominate some guardians (who check the defib) who will work in conjunction with PCllrs. After recent thefts in the area it has been decided that the cabinet should be locked and the emergency services will have the access code as will the Parish Council. This code could be advertised in the Teversham News if Council agree that would be beneficial.	Clerk Cllr Hunt
123	Dedicated email addresses –The Clerk has not received dedicated email addresses yet from all Cllrs. Once she has, she will begin to use them. Cllr Martin has a dedicated address in the same format but uses his current provider and not Gmail. This was deemed acceptable by Cllrs.	All Cllrs
124	Playground repairs – some are required, SafePlay have carried out a recent inspection but no details have yet been received.	Clerk
125	Security Measures at the recreation ground following the use by Travellers – a replacement bollard has been installed and the Clerk and the Chairman have been investigating the installation of another post to reduce the width of the entrance but are concerned about ambulance access. It was agreed that the Clerk should put together steps that should be undertaken if Travellers were to access Parish Council land again.	Clerk
126	Teversham News – it was resolved not to allow business advertising as it might be seen to be endorsement or a conflict of interest.	
127	Pavilion – it was decided as the council do not own electrical equipment at the pavilion there is no need to PAT test anything. It was agreed that the Clerk will investigate prices for fire extinguishers and blankets.	Clerk
128	Consideration of a new bin – It was agreed by the combine authority that we could put a bin by the farm access driveway behind the mound on Cherry Hinton Road. Council will not be charged for the emptying of this additional bin. It was resolved to purchase a new bin,	Clerk
129	Consideration of response to Cambridgeshire and Peterborough Combined Authority Consultation on the area's transport future https://cambridgeshirepeterborough-ca.gov.uk/about-us/programmes/transport/ltp The consultation finishes on 27 th September. It was resolved that Cllrs should make individual responses.	All Cllrs
130	Consideration of response to Consultation on the draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document. http://cambridge.jdi-consult.net/localplan/ The consultation finishes on 23 rd September. It was resolved that Cllrs should make individual responses.	All Cllrs

131	<p>The External Auditor Report – there was one error that needs adjusting for next year and it has been requested the AGAR is signed at a full council meeting not the Finance Committee meeting and the Notice of Conclusion of Audit can be displayed.</p>	Clerk																												
132	<p>Consideration of the appointment of a new internal auditor. It was resolved to decide between the following quotes at the next meeting when the Chairman is present: Heelis & Lodge recommended by Fen Ditton PC £255 and LGS Services recommended by Sawston PC and the Clerk has previously used £125 it does involve taking the books and picking them up from Caldecote.</p>	Clerk																												
133	<p>Existing Highways/Fly Tipping and Street Lighting Issues. The Clerk has started the process of sourcing street light energy with Utility Aid but has received no update. No work has been carried out on the dead tree outside 16/18 High Street. The Clerk will report again.</p>	Clerk																												
134	<p>New Highways and Street Lighting. The street light near the PC notice board is on all the time. The Clerk will report it. The hedge on the right side of Lady Jermy Way is overgrown. The Clerk will establish ownership and responsibility.</p>	Clerk																												
135	<p>Finance Council have received £6104 from SCDC towards the grass cutting and shrub maintenance of Foxgloves.</p>																													
136	<p>To ratify the addition of signatories to the bank account as discussed at the Finance Committee meeting. Unity Trust Bank is adding extra security when a new beneficiary is added. A code will be sent to a phone to verify the addition. It was resolved that Cllr Fisher will be added to be able to do this if the Clerk is unavailable. It was also agreed that Cllr Bramley also be added as a signatory.</p>	Clerk																												
137	<p>The following payments were agreed:</p> <p>For August:</p> <table border="1" data-bbox="280 1272 1147 1529"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Salaries, pensions and HMRC payments</td> <td>1711.64</td> </tr> <tr> <td>K&M Lighting Services – street lighting maintenance contract (June and July)</td> <td>157.40</td> </tr> <tr> <td>RH Landscapes and Maintenance Services</td> <td>1639.20</td> </tr> <tr> <td>Victoire Press</td> <td>205.00</td> </tr> <tr> <td>Camguard and Fire</td> <td>93.60</td> </tr> </tbody> </table> <p>For September:</p> <table border="1" data-bbox="280 1597 1147 1921"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Salaries, pensions and HMRC payments</td> <td>1511.44</td> </tr> <tr> <td>K&M Lighting Services – street lighting maintenance contract</td> <td>78.70</td> </tr> <tr> <td>Clerk Expenses</td> <td>52.70</td> </tr> <tr> <td>Lifelines</td> <td>116.22</td> </tr> <tr> <td>Cambridge Water</td> <td>20.81</td> </tr> <tr> <td>Office Depot</td> <td>63.83</td> </tr> <tr> <td>PKF Little John</td> <td>360.00</td> </tr> </tbody> </table>	Description	Amount	Salaries, pensions and HMRC payments	1711.64	K&M Lighting Services – street lighting maintenance contract (June and July)	157.40	RH Landscapes and Maintenance Services	1639.20	Victoire Press	205.00	Camguard and Fire	93.60	Description	Amount	Salaries, pensions and HMRC payments	1511.44	K&M Lighting Services – street lighting maintenance contract	78.70	Clerk Expenses	52.70	Lifelines	116.22	Cambridge Water	20.81	Office Depot	63.83	PKF Little John	360.00	
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	Greg's Handyman Services for work to play area, repainting phone box, removal broken equipment, security measures	960.00	
	RH Landscapes and Maintenance Services	1639.20	
	Office Depot	28.62	
	Total	4831.52	

A full payment schedule was circulated at the meeting.

138 Balances and Bank Reconciliation. A full bank reconciliation and details of balances held at 31st July and 31st August 2019 were presented at the meeting. **Bank Reconciliation for August**

Opening balance			56052.31
Expenses		2249.15	53803.16
August Salaries		1357.49	52445.67
payments made not yet listed to Greg		960.00	51485.67
SCDC Grass Cutting	6104.00		57,589.67

As agrees with bank statement

Other Accounts

Unity Trust	6039.49
Bath Building Society	20,000
Cambridge Building Society	73,157.45
Accounts Total	156,786.61

139 Policies and Parish Council Administrative Housekeeping

140 Monthly Consideration of Parish Council Risk. There were no further updates.

141 Recreation and Environment Committee. The next meeting is on 23rd September at 6.30pm.

142 Finance Committee. The draft minutes of the meeting held on 15th July were circulated. The next meeting is on 18th November at 7.30pm.

Policy Review and Staffing Committee. The draft minutes of the meeting held on 17th July were circulated. The policies were reviewed as follows:

Standing Orders - there were no updates

Financial Regulations - there were no updates

Terms of Reference- reference to the planning committee was removed as the committee doesn't exist as planning is considered in the full parish council meeting.

Complaints Procedure – there were no updates.

Health and Safety and Risk Management – the reference to the vat form 126 was removed as these forms are not used anymore. PAT testing will be added to the risk assessment.

Procurement – it was noted that contracts over £25,000 must be listed on the Contracts Finder Website

GDPR Policy – a clause was added that Councillors will have a dedicated email address for council business.

New policies required Bullying and Harassment and Lone Worker.

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

144 Community Care / Lifeline Committee. Due to the resignation of the warden an emergency meeting was held on 20th August. The Minutes of the 15th of July and the draft minutes of the 20th August were circulated. The next meeting is on 18th November at 6.30pm.

145	<p>Bus Group – the next meeting is in October. The nos 1,3 and 2 buses are being affected by work in Fendon Road.</p>	
146	<p>Teversham C of E Primary School Governors – there was no report.</p>	
147	<p>Bewick Bridge Community Primary School – there was no report.</p>	
148	<p>Airport Consultative Committee – there was no report. Cllr Hunt cannot attend the next meeting in November</p>	
149	<p>Police Issues. SCD Cllr Daunton updated Council that the parish now has 2 PCSOs for our area. The police are currently focusing on knife crime and domestic violence. The move of the police station has now gone to a business case and decisions will be made in due course.</p>	
150	<p>The following correspondence was noted: CPRE – magazine, A Letter from RDA invited to day of achievement which unfortunately arrived too late, the Clerk has written to them.</p>	
	<p><u>Planning.</u></p>	
151	<p>S/2370/19/FL 84, Fulbourn Old Drift for the demolition of existing bungalow and erection of 2, three-bedroom houses for Mr S Geoghan. The Clerk could not get an extension to consider this planning application at this meeting but the details were circulated to all Cllrs for comments.</p>	
152	<p>S/2281/19/FL Single storey rear extension 7, Meadowlands Road for Mr & Mrs Richardson The Clerk could not get an extension to consider this planning application at this meeting but the details were circulated to all Cllrs for comments.</p>	
	<p>Certificate of lawful development for a proposed single storey extension for 3 sable Close for Mr and Mrs Mark and Lisa Skeates.</p>	
153	<p>Items to report</p>	
	<p>A meeting of the SE Community Forum will be held at the C3 Church Coldhams Lane on 16th October.</p>	

The meeting closed at 9.50pm