

## Minutes of the Parish Council Meeting held on 30<sup>th</sup> March 2020 due to the Government Corona Virus restrictions the meeting was held via video link.

Present: Councillors: Amrani, Bramley, Hills, Martin, Oxford and Van der Walle, SCDCllr Daunton, CCCLlr/SCDCllr Williams, the Clerk and 3 members of the public were present.

358	<p><b>Apologies, Welcome and Introductions</b> – apologies were received and accepted from Cllrs Freeman, Fisher, Hunt, Kelleway, Nicholson all for personal reasons.</p>	<b>Action</b>
359	<p><b>Declarations of Interest</b> - no declarations were made.</p>	
360	<p><b>Public Forum – there were no members of the public present.</b></p>	
361	<p><b>To take CCC (Cambridge County Council), SCDC (south Cambs District Council) and Clerk reports (15mins)</b></p> <p>A written report was received from CCCLlr Williams the main points of which were:  A Cambridgeshire and Peterborough Covid-19 Coordination Hub has been created in this time of national crisis the County is in desperate need of foster carers.  A list of vulnerable parish residents will be sent to Cllr Amrani helping with the community covid-10 help group.</p> <p>A written report was received from SCDCllrs Williams and Daunton the main points of which were</p> <p>The suspension of normal activities due to the coronavirus epidemic is a thread running through this report. We are all affected by the changes that have been made as a result of the spread of the virus. We recognise we are *all* – at parish, district, village, home levels - working very hard to cope with these changes. They have certainly affected the way we are working and all looking out for our communities.</p> <p>SCDC Officers are continuing to work, mostly from home with a skeleton staff in South Cambs Hall as necessary. They will, of necessity, have limited capacity in many cases as they are also looking after children or have other domestic responsibilities. But there are duty contact details for all sections of the Council and the arrangements have been working well under the circumstances. The Chief Executive, Liz Watts, sends daily emails to Councillors and also keeps her Vlog up to date, as does Leader, Cllr. Bridget Smith.</p> <p>A meeting set up to discuss the parking outside the school planned for 24th March has been postponed.</p> <p>Other areas covered included Volunteer Groups. Business Support. SCDC Work in Teversham, Major Developments, Community East Forum, Housing Land Supply, Local Plan, North East Fringe Area Action Plan, Finance, Grants.</p> <p>SCDCllr Cone is currently working overtime at Addenbrookes but thanked the parish council for being involved in the community Corona Virus response and sent a reminder link to the local MPs current advice page <a href="https://www.lucyfrazer.org.uk/coronavirus-advice">https://www.lucyfrazer.org.uk/coronavirus-advice</a> .</p> <p>A written report was received from the Clerk the main points of which were  PKF Littlejohn the external auditors are delaying everything until the situation regarding the corona virus is clearer. That means I have not received any of the usual paper work. I suggest I balance the accounts as per usual and await further instruction. I can contact the Internal Auditor and find out what they are proposing to do re internal audits.</p>	

	<p>We have been told The Annual Parish Meetings won't go ahead in person. We may be able to do a video meeting but awaiting clarification on that.</p> <p>Basically, as I am sure you have worked out all physical meetings are cancelled for the foreseeable future.</p> <p>The Play areas are now closed and signs have been put up. This has also been posted on Teversham Chatter and Cherry Hinton FB pages. Not sure where we stand on the play equipment inspections at this time. I have sent the usual paper work to the litter pickers but asked them to follow national advice and if they are at all worried not do something, they feel uncomfortable with. They also know the play areas are closed. I have also told them not to worry about their hours at the moment their salaries will be paid as usual.</p> <p>As you will have seen a community help group has been set up within the parish and advertised both through doors, on notice boards, and relevant FB pages. I have also asked that the poster is put on the website.</p> <p>Health and Wellbeing Strategy Consultation survey  <a href="mailto:PublicHealth.AdminTeam@cambridgeshire.gov.uk">PublicHealth.AdminTeam@cambridgeshire.gov.uk</a>. Until 30<sup>th</sup> April</p> <p><b>362</b> <b>The Minutes of the Parish Council meeting held on Monday 2<sup>nd</sup> March 2020</b> were agreed to be a true record of the meeting and will be signed in due course.</p> <p><b>1705/07</b> <b>Matters Arising</b>  <b>Need to Increase Parking Capacity on Sheppard Way.</b> The additional parking on Sheppard Way is now being handled in house by South Cambs District Council.</p> <p><b>1901/11</b> <b>Litter Picker Contracts and Job Descriptions.</b> A meeting has been held with one litter picker and the other has been requested.</p> <p><b>273</b> <b>Foxgloves play area.</b> The trampoline cannot be mended. A new trampoline mat would cost about £1000. This wasn't listed on the last safety check. The clerk is seeking further quotes.</p> <p><b>231</b> <b>Playground repairs wooden Equipment:</b> the resistograph testing has been carried out and the Clerk is seeking clarification on the report.</p> <p><b>334</b> <b>Parish Council Website</b> – requirement for accessibility for all update our current website manager is looking into this but as yet the clerk has no update.</p> <p><b>336</b> <b>The 3 Free Trees</b> have been planted in the gaps in the hedge at the Recreation Ground. Many thanks to Cllr Fisher.</p> <p><b>Items for consideration</b></p> <p><b>363</b> <b>Zero Carbon Grant Scheme.</b>  The Reach Fair has been cancelled. The event planned for 8<sup>th</sup> May will also be postponed until (hopefully) late summer.  The Parish Council are still going ahead with installing the stands, lockers and bikes – but we are still awaiting planning permissions.  The favoured locker colour is currently Nimbus Grey a final decision will be made this week.</p>	<p><b>Cllr Van der Walle</b></p>
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	<p>It was resolved to hold off payment until we have received planning permission and when it is clearer work can commence. Cambridge Electric transport and SCDC officers will be informed.</p>																											
364	<p><b>Proposed Village Hall/Sports Provision</b> – there was no update.</p>																											
365	<p><b>To consider Safety Surface quotes for Foxgloves.</b> The Clerk has requested a site meeting and accurate quote from RTC Safety. The cost for rubber mound mulch which has been recommended by every company the clerk has met with is £34910 the wet pour will cost an extra £3744 (both excl VAT). It was resolved to forward info on the two surface materials before a final decision is made.</p> <p>The Clerk has applied for a grant from Mick George to be considered at the Panel meeting being held in April 2020</p>	Clerk																										
366	<p><b>Grass Cutting Tender</b> – after some consideration is was decided to reward the contract to RH Landscapes.</p>	Clerk																										
367	<p><b>Existing Highways/Fly Tipping and Street Lighting Issues.</b> The contract has been agreed and signed. Eon will be providing the Energy for the streetlights the Parish Council are responsible for. It was resolved the clerk will report any fly tipping if there are issues while the recycling centres are closed.</p>	Clerk																										
368	<p><b>New Highways and Street Lighting.</b> There were no new issues.</p>																											
369	<p><b>Finance</b></p>																											
	<p><b>Payments to be made</b> – To agree and authorise following payments:</p> <table border="1" data-bbox="319 1041 1189 1523"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Bobby Scheme</td> <td>100.00</td> </tr> <tr> <td>Cambridgeshire Search and Rescue</td> <td>200.00</td> </tr> <tr> <td>Riding for the Disabled Broad Way Farm</td> <td>350.00</td> </tr> <tr> <td>Salaries, pension, HMRC</td> <td>2363.74</td> </tr> <tr> <td>OASIS</td> <td>39.30</td> </tr> <tr> <td>K&amp;M Lighting Services</td> <td>78.70</td> </tr> <tr> <td>RH Landscapes and Maintenance Services</td> <td>1,639.20</td> </tr> <tr> <td>Cambridge Electric Transport</td> <td>4,128.00</td> </tr> <tr> <td>EON</td> <td>60.76</td> </tr> <tr> <td>The Play Inspection Company Ltd</td> <td>714.00</td> </tr> <tr> <td>South Cambs District Council – lifeline</td> <td>58.11</td> </tr> <tr> <td>All Saints Teversham – Grant for grass cutting</td> <td>600.00</td> </tr> </tbody> </table>	Description	Amount	Bobby Scheme	100.00	Cambridgeshire Search and Rescue	200.00	Riding for the Disabled Broad Way Farm	350.00	Salaries, pension, HMRC	2363.74	OASIS	39.30	K&M Lighting Services	78.70	RH Landscapes and Maintenance Services	1,639.20	Cambridge Electric Transport	4,128.00	EON	60.76	The Play Inspection Company Ltd	714.00	South Cambs District Council – lifeline	58.11	All Saints Teversham – Grant for grass cutting	600.00	
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370	<p>It was resolved not to pay Cambridge Electric Transport and The Play Inspection Company Ltd until further information has been received.</p> <p><b>A full payment schedule was circulated at the meeting.</b> <b>Balances and Bank Reconciliation.</b> A full bank reconciliation will not be included as it is not the end of the month.</p>																											
371	<p><b>Policies and Parish Council Administrative Housekeeping</b> <b>Monthly Consideration of Parish Council Risk</b> – play ground inspections and litter picking may not be complete in the coming weeks if government issue further lock down instructions.</p> <p>The risk to all from the Corona Virus.</p>																											

<p>372</p> <p>373</p> <p>374</p> <p>375</p> <p>376</p> <p>377</p> <p>378</p> <p>379</p> <p>380</p> <p>381</p> <p>382</p> <p>383</p> <p>384</p> <p>385</p> <p>386</p>	<p><b>Recreation and Environment Committee.</b> This meeting was cancelled on 16<sup>th</sup> March. The next meeting is on 15<sup>th</sup> June at 6.30pm.</p> <p><b>Finance Committee</b> The next meeting is scheduled for 20<sup>th</sup> April at 6.30pm.</p> <p><b>Policy Review and Staffing Committee.</b> The next meeting on the 15<sup>th</sup> June at 7.30pm.</p> <p><b>Consultation Committee.</b> No future meeting is scheduled at the present time.</p> <p><b>Community Care / Lifeline Committee.</b> This meeting was cancelled. The next meeting is on the 13<sup>th</sup> July at 6.30pm.</p> <p>All meetings will be reviewed during the Covid-19 pandemic.</p> <p><b>The Annual Parish Meeting</b> is scheduled for 18th May at 7.30pm the Clerk is awaiting further instruction on what the Council is able to do regarding this.</p> <p><b>Bus Group</b> –To receive a report if available.</p> <p><u>Reports from Other Groups</u></p> <p><b>Teversham C of E Primary School Governors</b> – there was no report available.</p> <p><b>Bewick Bridge Community Primary School</b> - there was no report available</p> <p><b>Airport Consultative Committee</b> – there was no report available.</p> <p><b>Police Issues.</b> To discuss/share any issues.</p> <p><u>Correspondence.</u> The following correspondence was noted: Clerks and Councils Direct and The Clerk latest issues.</p> <p><b>Planning</b> Please note the planning portal for SCDC has changed and the department are planning to go paperless in the future.</p> <p><b>To note</b> Reference: S/3290/19/RM Local Planning Authority: South Cambridgeshire District Council Proposal: Approval of matters reserved for appearance landscaping layout and scale following outline planning permission S/0202/17/OL for the development of 110 dwellings with areas of landscaping and public open space and associated infrastructure works The outline was screened and confirmed not too be EIA development Site address: Land East Of Teversham Road Fulbourn Cambs</p> <p><b>To Consider</b> Reference: 20/01191/HFUL Proposal: Single storey side and rear extension and garage conversion Site address: 37 Eland Way Teversham Cambridge Council resolved to raise concerns that this is an over development of the site, will have a negative impact on biodiversity and may affect drainage.</p> <p>Reference: 20/01305/HFUL Proposal: Single storey side and rear extension Site address: 44 Fulbourn Road Teversham CB1 9AJ The Council received no information for this application and when the Clerk checked the planning portal it stated that the decision had already been made. The clerk will write and point this out as the Parish Council is a statutory consultee.</p> <p>Reference: 20/01645/S73 Proposal: Variation of condition 2 (approved plans) of planning permission S/3312/17/FL</p>	<p>Clerk and Cllr Amrani</p>
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<p><b>387</b></p>	<p>Site address: Land Rear Of 38 High Street Teversham Council had no comments to make.</p> <p><b>Items to report</b></p> <p>Cllr Martin will drop the keys he holds with Cllr Frances Amrani. Cllr Oxford mentioned that perhaps all the Cllrs need to consider the Chair of the Council as Cllr Kelleway stated last year he would like to stand down. A resident has offered a donation to help those who are struggling in the Parish due to the current pandemic. This money would be difficult to manage through the Lady Joan Jermy's Eleemosynary Charity as it does not have internet banking. The Parish Council could manage the money under the General Power of Competence but advice regarding this is due out from SLCC. Hope Church could administer the money but some concerns were raised that it is not a secular organisation. It was suggested that a PC representative was included in any decision making.</p>	<p><b>Cllr Martin</b> <b>All Cllrs</b></p> <p><b>Clerk, Cllr Amrani and Cllr Martin</b></p>
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Meeting ended 8.45pm