

Teversham Parish Council

To members of the Council:

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

To be held **via Zoom** on **Monday 4th May 2020 at 7.30pm** for the purpose of transacting the following business:

The Public and Press are invited to attend. Please contact the Clerk for meeting ID.

Please could Councillors ensure that they read the Agenda Notes **before** the meeting.

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

28/4/2020

BWhitehouse – Clerk to Teversham Parish Council

35 Priam's Way
Stapleford

Agenda for Full Parish Council Meeting – April held on 4th May 2020

1	Election of Chair – the declaration of acceptance will be emailed for signature Council to note – usually this meeting is the Annual Meeting of the Parish Council and the first item is to elect a Chair for ensuing year and review committee memberships and representatives. Due to the Covid-19 pandemic new legislation allows the Council to conduct meetings via video link and for Cllrs to continue in the roles already held. As Cllr Kelleway has stood down as Chair, we should elect a new Chair and Vice Chair.
2	Election of Vice Chair – the declaration of acceptance will be emailed for signature
3	Apologies welcomes and introductions Declarations of Interest
4	Public Forum To allow any member of the public to address the Council. This session is to last no more than 10 minutes.
5	To take CCC (Cambridge County Council), SCDC (south Cambs District Council) and Clerk reports (15mins)

<p>6</p> <p>1705/07</p> <p>1901/11</p> <p>273</p> <p>334</p>	<p>To approve the Minutes^ of the last Parish Council meeting held on Monday 30th March 2020.</p> <p>.</p> <p>Matters Arising</p> <p>Need to Increase Parking Capacity on Sheppard Way. The additional parking on Sheppard Way is now being handled in house by South Cambs District Council.</p> <p>Litter Picker Contracts and Job Descriptions. A meeting has been held with one litter picker and the other has been requested.</p> <p>Foxgloves play area. 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>Parish Council Website – requirement for accessibility for all update our current website manager is looking into this but as yet the clerk has no update.</p> <p>Items for consideration</p>																		
<p>7</p>	<p>Absence of Cllr Kelleway. In line with the 1972 Local Government Act A councillor is allowed to miss 6 months or "he ceases automatically to be a member of the Council, unless either he has a 'statutory excuse' or his failure is due to a reason approved by the council before the end of this period." The period began in December 2019 and the Council need to agree this period of absence.</p>																		
<p>8</p>	<p>Proposed Village Hall/Sports Provision – update.</p>																		
<p>9</p>	<p>Insurance Renewal. The renewal notice has been received.</p>																		
<p>10</p>	<p>Consideration of Service Level Agreement with Cambridge Electric Transport (emailed on 28th April).</p>																		
<p>11</p>	<p>Existing Highways/Fly Tipping and Street Lighting Issues. To receive an update of existing issues.</p>																		
<p>12</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>13</p>	<p>Finance</p> <p>No invoices have been sent.</p> <p>Council to note the first precept payment of £19,500.00 has been received</p> <p>Payments to be made – To agree and authorise following payments:</p> <table border="1" data-bbox="331 1615 1169 1984"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Salaries HMRC and Pension</td> <td>1637.05</td> </tr> <tr> <td>Eon - Pavilion</td> <td>82.04</td> </tr> <tr> <td>Office Depot - toner and equip</td> <td>70.21</td> </tr> <tr> <td>K&M Lighting</td> <td>78.70</td> </tr> <tr> <td>Cambridge Water Business</td> <td>22.14</td> </tr> <tr> <td>Age UK</td> <td>3750.00</td> </tr> <tr> <td>CAPALC</td> <td>609.75</td> </tr> <tr> <td>Oasis - document storage</td> <td>39.00</td> </tr> </tbody> </table>	Description	Amount	Salaries HMRC and Pension	1637.05	Eon - Pavilion	82.04	Office Depot - toner and equip	70.21	K&M Lighting	78.70	Cambridge Water Business	22.14	Age UK	3750.00	CAPALC	609.75	Oasis - document storage	39.00
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	<p>A full payment schedule will be circulated at the meeting.</p> <p>Balances and Bank Reconciliation. A full bank reconciliation and details of balances held as at 31st April 2020 will be presented at the meeting.</p>
14	<p>The date the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be submitted to PKF LittleJohn is Friday 31 July 2020.</p>
15	<p>A copy of the of the Receipts and Payments, and Bank Reconciliation have been emailed for the year end 31st March 2020. A copy of the Assets Register is also attached and a copy of section 2 of the Annual Return for your information.</p> <p>To consider the Annual Governance Statement</p> <p>To Approve the Accounting Statements</p> <p>To Sign the Annual Accounting Statements</p>
16	<p>To consider the Internal Audit</p>
17	<p>Consideration of next Teversham News Edition – a May edition with Covid-19 update.</p>
18	<p>Consideration of establishing/supporting a local food bank with The Teversham Emergency Help Group.</p>
19	
20	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk.</p>
21	<p>All Committee meetings have been currently suspended.</p> <p>No reports from other groups have been received.</p>
22	
23	<p><u>Correspondence.</u> Members are welcome to view any of the correspondence detailed below: CPPF The Ring latest edition. CPRE Countryside Voice latest edition</p>
24	<p><u>Planning.</u> <i>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.</i></p>
25	<p>S/3290/19/RM 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 Public Access link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3290/19/RM</p> <p>Items to report</p>

