

Teversham Parish Council

To members of the Council:

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

Via ZOOM on Monday 6th July 2020 at 7.30pm for the purpose of transacting the business below.

The Public and Press are invited to attend.

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

30/6/2020

BWhitehouse – Clerk to Teversham Parish Council

35 Priam's Way
Stapleford

Agenda for Full Parish Council Meeting – July 6th 2020

Join Zoom Meeting

<https://zoom.us/j/95890551491?pwd=dFJXQVlxajdVRUFsVmRDU0RFRHh6QT09>

59	Apologies welcomes and introductions
60	Declarations of Interest
61	Public Forum To allow any member of the public to address the Council. This session is to last no more than 10 minutes.
62	To take CCC (Cambridge County Council), SCDC (south Cambs District Council) and Clerk reports (15mins)
63	To approve the Minutes^ of the last Parish Council meeting held on Monday 8th June 2020.
1705/07	Matters Arising 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.
1901/11	Litter Picker Contracts and Job Descriptions. Both amended contracts have been signed.
273	Foxgloves play area. The Clerk is working with Safe Play on repairing the trampoline matt.
334	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>Items for consideration</p>
64	<p>Proposed Village Hall/Sports Provision – update.</p>
65	<p>To receive an update on the internal audit.</p>
66	<p>To receive an update on the new clerk’s recruitment and note on CilCA</p>
67	<p>To receive an update on the Ebike installation</p>
68	<p>To receive an update on Teversham Emergency Help. Council to note Teversham Emergency Help has become the charity Teversham Community and there is also a hardship fund available to help Teversham Parish residents who are suffering financially due to the Covid-19 crisis.</p>
69	<p>Teversham News – thanks to all those who helped get the latest newsletter delivered.</p>
70	<p>Consideration of a new notice board. Greg’s Handyman Services are going to provide a quote for the installation.</p>
71	<p>Marshalls Airport – recent noise issues</p>
72	<p>To consider a new Letter of Authority (LOA) with Utility Aid. The PC contract for street light power is currently Live and is due for renewal in 2023. The process of looking for a new provider would start at around 12 months prior to the renewal. To make this go as smoothly Council could renew the LOA for 3 years which would cover this period.</p>
73	<p>To consider outside space including recent complaints about dogs and reopening of play areas and equipment</p>
74	<p>To consider the skatepark - recent complaints, monitoring and checking the sand level in the ramps.</p>
75	<p>Consideration of response to ETROs (Experimental Emergency Traffic Regulation Orders) from County and the impact on Newmarket Rd (pg 11) and Airport Way. The Coldham's Lane modal filter will also affect traffic on Newmarket Rd. https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/experimental-traffic-regulation-orders</p>
76	<p>Existing Highways/Fly Tipping and Street Lighting Issues. To receive an update of existing issues. The rusty posts reported by Cllr Amrani. The Clerk has spoken with Greg’s Handyman Services regarding the recreation ground car park the hole requires the correct mix of material, ie it must have enough fine material within it to ensure when it’s compacted it tightens itself together. Mechanical compaction is best, especially over a reasonable area.</p>
77	<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><u>Finance</u></p>												
78	<p>The Council have received a request from the Teversham Preschool ^ for a grant of £2000 for outside play equipment. The request is attached for information.</p>												
79	<p>Payments to be made –</p>												
	<table border="1"> <thead> <tr> <th data-bbox="331 434 1011 472">Description</th> <th data-bbox="1011 434 1166 472">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 472 1011 510">Salaries HMRC and pension</td> <td data-bbox="1011 472 1166 510">1974.02</td> </tr> <tr> <td data-bbox="331 510 1011 548">K&M Lighting</td> <td data-bbox="1011 510 1166 548">78.70</td> </tr> <tr> <td data-bbox="331 548 1011 586">EON street lights DD</td> <td data-bbox="1011 548 1166 586">186.77</td> </tr> <tr> <td data-bbox="331 586 1011 624">Oasis</td> <td data-bbox="1011 586 1166 624">39.00</td> </tr> <tr> <td data-bbox="331 624 1011 663">RH Landscapes and Maintenance for June</td> <td data-bbox="1011 624 1166 663">1570.00</td> </tr> </tbody> </table>	Description	Amount	Salaries HMRC and pension	1974.02	K&M Lighting	78.70	EON street lights DD	186.77	Oasis	39.00	RH Landscapes and Maintenance for June	1570.00
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	<p>A full payment schedule will be circulated at the meeting.</p>												
80	<p>Balances and Bank Reconciliation. A full bank reconciliation and details of balances held as at 30th June 2020 will be presented at the meeting.</p>												
81	<p><u>Policies and Parish Council Administrative Housekeeping</u> Monthly Consideration of Parish Council Risk. Cllrs to note play areas are allowed to open from 4th July.</p>												
82	<p>All Committee meetings have been currently suspended but the Policy Meeting did go ahead in June. The Draft Minutes have been circulated and the following amendments are suggested:</p> <ul style="list-style-type: none"> • Equal Opportunities – it was added that all building where Parish Council meetings are held have public access. • Safeguarding Children – the word carer was added so parents and carers are included • Public Access – it was added that the Parish Council may cordon off play equipment if it is not safe • Standing Orders – it was noted that the use of the General Power of Competence needs to be reviewed at the Annual Meeting of the Parish Council after elections (section 5 point xii). Teversham’s next elections should be 2023. It was also noted that there is clause that allows the temporary appointment of a Cllr to a committee if there is sufficient advance notice of a committee member not being able to attend (section 4 point V) • GDPR - includes privacy notices and retention of docs – the reference to the UK leaving the EU was removed and all personal information is stored in a filing cabinet at the Parish Clerk’s office and all information stored on the Council's computers is password protected was added. • Health and Safety – the defibrillator has been added to the policy and that the Parish Council in times of times of national emergency, the Council will follow advice and instruction from statutory bodies and National Association of Local Councils (NALC). The council is a member of our county association CAPALC. An electronic copy of an accident book record sheet will be sent to all Cllrs. • Email and Internet Policy (IT policy) this is a new policy. The following has been added that Cllrs should have a designated email address and in times of times of national emergency, the Council will follow advice and instruction from 												

	<p>statutory bodies and National Association of Local Councils (NALC). The council is a member of our county association CAPALC.</p>
83	Reports from other groups
84	Teversham C of E Primary School Governors – to receive a report if available.
85	Bewick Bridge Community Primary School - to receive a report if available.
86	Airport Consultative Committee – to receive a report if available. Police Issues. To discuss/share any issues. .
87	<p><u>Correspondence.</u> Members are welcome to view any of the correspondence detailed below: there has been no correspondence.</p> <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> <p>Council to note 20/01828/HFUL Planning Permission has been granted for: Two storey extension Site address: 31 Marshalls Close Teversham Cambridge Cambridgeshire for Mrs Mirushe Keta</p> <p>S/3312/17/FL: Variation of condition 2 (approved plans) of planning permission Site address: Land Rear Of 38 High Street Teversham Cambridgeshire Your client: Primo Developments. This is for the garage depth to be increased 625mm and adjustment of fenestration and has been approved.</p> <p>To consider:</p>
88	<p>Proposal: Retention of advertisement signage to petrol filling station facility and new main gantry sign. Site address: Tesco Superstore Yarrow Road Fulbourn Cambridge Cambridgeshire CB1 9BF Reference: S/0617/19/AD Public Access link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/0617/19/AD</p>
89	<p>Proposal: Removal of condition 58 (Toucan crossing at the junction of Ditton Lane with Newmarket Road) of planning permission S/2682/13/OL Site address: Land North Of Newmarket Road Fen Ditton Cambridge Reference: 20/02578/S73 Public Access Link: https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/02578/S73</p>
90	Items to report

For Current Covid19 Updates please check the following websites:

South Cambs <https://www.scambs.gov.uk/coronavirus/>

AgeUK <https://www.ageuk.org.uk/information-advice/>