**Minutes of a Parish Council Meeting held in St Mary’s Church Shudy Camps**

**On Monday 31st October 2016 at 7.30 pm**

**OPEN FORUM**

Keith Doughty from Glebe House attended the meeting to seek assistance and advice regarding the possibility of siting a defibrillator in and for the village. Glebe House has been raising funds for the project and it was thought that the equipment would cost between £800 and £2000. They are receiving advice from the charity Community Heartbeat Trust which also provides the logistics and training for such a project. Cllr Haine suggested the possibility of siting the equipment in the church porch although it is understood that various permissions would have to be sought and received to do this. However, in principle, the Parish Council thought this initiative to be a very good one and would offer its support. Cllr Hows agreed to liaise with Keith to forward the issue. The Clerk will contact South Cambs District Council to see whether S106 funding could be made available for this.

1. **Attendance**

**Present:** Councillors John Haine (Chair), Roger Lemon, Mark Hows, Tony Broscomb, Paul Malins

Clerk to the meeting: Elizabeth Gladman

District Councillors Richard Turner

Apologies were received from Cllr Andrew Fraser

Cllr Malins was welcomed to his first Parish Council Meeting

**2. Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 18th August 2016 were approved. However, it was noted that the minutes stated the meeting was the Annual General Meeting. This is noted as a typo.

**3. Matters Arising**

* Village Website – this is now being built and Cllr Hows will collect the information from the Parish Councillors to set it up
* Rhodar Van / Blacksmith Lane – Cllr Haine had been in touch with the company. However, it is noted that this is not private land and is part of the adopted highway. There are no parking restrictions and the Parish Council has no powers of enforcement.
* The Clerk reported that she had sent a response to the City Deal Letter

**11. Planning Application at Gleve House**

Glebe House - **(S/2208/16/FL).** It was agreed to discuss this item in part at this stage of the meeting while there was representation from Glebe House. Keith Doughty reported that three old sheds had been knocked down and were being rebuilt as a hobbies room and workshop. The building had already started and on receiving a fire inspection it was understood that the building required planning permission. Work will not continue until retrospective planning permission is received. The Parish Council recommended approval for this planning application.

**4. Reports from District and County Councillors**

The Report from Cllr Hickford had been previously circulated and is available from the Clerk on request

Cllr Turner reported that the Local Plan is now unlikely to be adopted until late 2017 and it is likely that the number of speculative planning applications will be high.

Boundary Commission – Shudy Camps will become part of the Linton Ward.

The next combined Parish Meeting will be on 23rd November 2016. Cllr Hows will attend on behalf of Shudy Camps.

**5. Annual Audit 2015-16**

The audit is complete.

**6. Finance**

Payments were approved as follows:

Clerk Salary Q316 - £534 to be confirmed

PKF Littlejohn audit fee - £120.00

Castle Camps Village Hall - £250.00

Noted that due to the increase in IPT from 6% to 10% the Zurich insurance cost is £201.92

Netwise Training Village Website - £527.00. The Clerk will confirm whether there is a VAT element for this payment

**7. Moving HSBC account to Lloyds**

The Clerk would like to move the Parish Council’s bank accounts to Lloyds so that online payments can be used. This would mean more involvement by the parish councillors as any payment will require two authorisations online.

The proposed transfer was approved by the Parish Council and the Clerk will contact Lloyds for advice on the transfer process.

8**. Castle Camps Playground**

The Clerk reported that she had received an update from the Committee on the progress of the renovation of the playground. The committee has asked whether any more funding from Shudy Camps could be made and it was agreed that a further £1,000 would be made available to them from S106. The total amount to date donated is £3,000 which covers the cost of the toddler swings. The Clerk will accept the offer from the Committee to put a sign of recognition of the donation and will ask for further updates on future plans.

The Clerk will make a payment of £1,000 to Castle Camps Playground from S106

**9. Phone Box in Nosterfield End and insurance liabilities**

There has been some correspondence with residents in Nosterfield End about renovating the phone box so it can be used as an information point. However, it is unclear who would be willing to drive this project forward in NE. The Clerk had received advice from our insurance brokers that work must not begin until a risk assessment of the work had taken place with input from a qualified electrician, considering that the box needs righting and has an electrical cable permanently connected. The Clerk will write to the residents in NE who had been in contact to clarify the situation and to advise that work must not be carried out until this has been done.

The Parish Council agreed that interested parties in NE will be invited to the next meeting in January to give an update on their requirements. Unless clear support for maintaining the box is forthcoming at that meeting the Council will consider its removal.

The Clerk will write to the residents in NE who had been in contact to clarify the situation and to advise that work must not be carried out.

**10. LHI Update for Nosterfield End**

The works relating to this year’s bid for funding should be starting imminently. The Parish Council will bid for the next round of funding. Cllrs Malins, Haine and Broscomb have surveyed what might be needed for the village and propose the following:

* 30 mph roundels on the road by the 30 mph repeater signs
* "Gates" at selected entrances and certainly on Blacksmiths Lane
* Replacement of the bollards outside Riddlings on Blacksmiths Lane
* Upgradings some of the signs which are in a poor condition
* Sockets for siting portable interactive speed indicator devices.

The Clerk will contact the clerk of West Wratting with a view to interactive speed indicator sharing.

**11. Planning**

Carter’s Farm – drainage issues still cause concern. Chris Morgan at SCDC had sent an email with information about the approved drainage plan. It was noted that the installed material of the driveway is tarmac and not a resin bonded gravel; and it is unclear exactly where surface water drains to. Cllr Haine will respond to Chris Morgan

1 Mill Green – S/2749/16/FL – It was noted that the footprint of the proposed extension was over the 50% and would not normally be approved. However, there is no Local Plan in place. The Parish Council recommended approval of the application.

Street Farm S2689/16/DC – for information only. Noted.

**12. Defibrillator at Glebe House**

Already discussed in Open Forum

**13. Main Street Drainage and Riparian Responsibilities**

The Clerk will circulate a letter to all residents alerting them to their riparian responsibilities regarding any water course that adjoins or runs across their property, as agreed in May. The notice, together with a factsheet from Cambridgeshire County Council, will be hand delivered to all residents in the next couple of weeks.

**14. Reports**

Manages Trust – Nick Turkentine no longer lives in the village and has stood down as a Trustee. The remaining trustees have agreed to appoint two new trustees to ensure continuity of managing the Trust. Therefore, Mrs Nikki Grant and Mr Alasdair Gladman will be invited.

Planning Applications – discussed in Item 11

Parish Footpaths – 2 cuts have been carried out. Cllr Lemon shared some information about the purchase of a new mower and importantly, where to store the equipment. This will be on the agenda for the next meeting.

Neighbourhood Watch – nothing to report

Tree Warden – nothing to report

**15. Community Highways Volunteering Scheme**

It was agreed that the Parish Council will register under the scheme. There is no further obligation at this stage.

**16. Liaison with external bodies**

Age UK – Cllr Lemon reported that a meeting is yet to take place since the appointment of the new rep

There are two clients in Shudy Camps.

A1307 – nothing to report

Linton Village Panel- there is a meeting due and Anne Fear is likely to attend

**17. General Communications**

Winter Gritting – it was noted that none of the roads through Shudy Camps are to be gritted. The Clerk had sought information about this decision and it is clear from the response that it is due to funding cuts.

The Clerk will respond to a letter from Lucy Frazer MP offering updates on her work for the constituency. This information could go in the new Camps Review and on the new website

Winter Health Packs will be put in the phone box for residents to help themselves.

The Clerk has received a letter from the Parkway Management Committee asking for financial assistance to carry out essential work to the ancient oak on Parkway land. The committee has received a quote for £1500. The Clerk will make enquiries to see whether S106 funding can be used or whether there is funding available from the Community Chest.

**18. Date of Next Meeting**

To be agreed by email

The meeting finished at 9.45 pm