

DRAFT

SHUDY CAMPS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT ST MARY'S CHURCH, SHUDY CAMPS, FOLLOWING THE ANNUAL PARISH MEETING, ON MONDAY 13 MAY 2019.

Present: Councillors James Gordon, John Haine, Anita Kiddy and Paul Malins

In attendance: Andrew Webb (Parish Clerk designate), Councillor Henry Batchelor, Councillor John Batchelor. Members of the public- 1

1. ELECTION OF CHAIR AND VICE-CHAIR

Councillor Malins proposed and Councillor Gordon seconded a motion that Councillor Haine be nominated as Chair for a further year until the next Annual Meeting of the Parish Council. Councillor Haine signed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

Councillor Haine, having been duly elected, took the Chair.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dave Elliott.

3. DECLARATIONS OF INTEREST

Councillors Haine and Kiddy made declarations of interest in respect of the proposed item on the Mosaic Bench project and indicated they would not take part in discussion or vote on the matter.

4. OPEN FORUM FOR PUBLIC DISCUSSION AND REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- (a) As only two Councillors were present who had not declared an interest in the Mosaic Bench project, there was not a quorum to take a decision. The item was therefore deferred until the next meeting.
- (b) As Councillors Henry and John Batchelor had notified the Clerk that they would need to leave early to attend other Parish Council meetings, issues from their annual and latest monthly reports to Parish Councils were taken at this point.
- (c) Strategic developments at the District Council included: revisions to the budget following the change of control at the authority; recent senior staff changes; the publication of the Council's 5 year business plan to 2024, major elements in which were (i) the development of the Council's commercial activities, particularly in the residential and business property markets in order to generate income following the cessation of grant aid (ii) a commitment for the district to become carbon neutral by 2050; (iii) a commitment to provide homes for refugee families and (iv) a refocussing of grants administered by the Council.
- (d) Strategic developments at the County Council included: (i) the proposed sale of Shire Hall and move of the County Council offices to Alconbury in order to make savings and raise funds ; (ii) the implications of the Mayor's views on the future of the County Council; (iii)

continuing consultation by the Greater Cambridge Partnership on planned improvements to the A1307 (for completion by March 2021) with which parish councils were encouraged to be involved; (iv) the reintroduction of free computer access in libraries (v) ongoing funding challenges.

- (e) More detailed issues at the District Council included: the development of plans for further major new developments at Cambourne, Northstowe and Bourn in fulfilment of the Council's policy to concentrate housing expansion in new towns in order to protect the villages. Parishes were also encouraged to draw the attention of community groups to the latest round of bidding for grants from the Community Chest.
- (f) More detailed issues at the County Council included: the availability of funding in the new round of bidding from the Innovate & Cultivate Fund and a consultation exercise on the streetlighting and highways services. Parishes were also encouraged to respond to the Government's parking on pavements survey.
- (g) Cllr J Batchelor agreed to provide further advice on the process by which the Parish Council might apply to designate Jubilee Green as a village green (*see minute 10 below*).

5. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 7 MARCH 2019 .

RESOLVED: that the Minutes of the meeting held on 7 March 2019 be approved as a correct record.

6. MATTERS ARISING FROM THE MINUTES

REPORTED: by the Clerk:

Arising on Minute 1(a)- Mosaic Bench, that the Highways Officer had confirmed she would wish to see a plan for the proposed location of the bench if the Council decided to support the project.

Arising on Minute 4- Highways Issues

- (a) that the corroded manhole cover on Carsey Hill had been replaced,
- (b) that Cllr Malins had written to the Highways Department about the patching in New Road,
- (c) that ongoing concerns relating to the drainage system installed at Carters Farm would be raised at the next Combined Parishes meeting with Julie Ayre
- (d) that the Council's concerns about the the maintenance of the footpath at Mill Green had been drawn to the contractor's attention and responded to appropriately.

Arising on Minute 6- Defibrillator – that the equipment had been installed on 17 April and the Architect had signed the Certificate of Completion. The Clerk was seeking to arrange an event to publicise the completion of the project and to obtain information on signage indicating the location of the equipment. It had been established that training on the use of the defibrillator was given on the machine itself.

Arising on Minute 8- Choices for Better Journeys – that Lucy Frazer MP had written to all parish councils in her constituency seeking their input into the Mayor's Strategic Bus Service Review.

RESOLVED: that the Clerk notify Ms Frazer of the Council's concerns regarding bus services in the Parish.

7. FINANCE AND ANNUAL AUDIT 2018-19

RECEIVED:

- (a) for review and approval
 - (i) the Annual Governance Statement for 2018-19;
 - (ii) the Accounting Statements for 2018-19 signed by the Responsible Financial Officer;

- (b) for noting
 - (i) the Internal Auditor's Report for 2018-19;
 - (iii) the Bank Reconciliation, Explanation of Variances and confirmation of the dates of the period for the exercise of public rights.

Councillors considered firstly the findings of the review of the effectiveness of the Council's system of internal control as set out in the Annual Governance Statement and the Internal Auditor's report, then the Annual Accounting Statements.

RESOLVED:

- (a) to approve and authorise the Chair to sign the Annual Governance Statement for 2018-19 for submission to the External Auditor;
- (b) to note the Internal Auditor's Report, indicating that in all significant respects, the control objectives for the Council had been achieved during the Financial Year ended 31 March 2019 to a standard adequate to meet the needs of the authority;
- (c) to approve and authorise the Chair to sign the Accounting Statements for 2018-19 for submission to the External Auditor;
- (d) to note and endorse the Bank Reconciliation for the Financial Year ending 31 March 2019 for submission to the External Auditor;
- (e) to note and endorse the Explanation of Variances for submission to the External Auditor;
- (f) to note the confirmation of the dates of the period for the exercise of public rights;
- (g) that the Chair be authorised to sign the Certificate of Exemption

8. FINANCIAL ACCOUNTS

NOTED: the current balances of £11,048.52 in the Treasurer's General Account; £8,794.35 in the S106 Account and £50.00 in the Social Club Account.

RESOLVED:

- (a) to note that the following previously approved payments had been made since the last meeting, following due authorisation:
 - Clerk's Salary £558.41
 - Payment to HMRC in respect of Clerk's salary £139.60
 - Cambs ACRE- residual payment for payroll service £28.80
 - Freeland Rees Roberts architects- for defibrillator wiring route £307.02
 - Wel Medical – defibrillator equipment purchase £1500.00
 - Payment for Streetlighting, 1.10.17-30.9.18 £423.40

(b) to note the receipt of the following income:

• Precept- first instalment	£3125.00
• Streetlighting Payment- refund	£423.40
• Sale of Shudy Camps Scrapbook	£50.00

(c) that the following payments be approved and made following due authorisation:

• Internal Audit Fee for 2017-18	£125.00
• Joy Potter- verge cutting- first instalment	£500.00
• Footpath mower- fuel purchase, reimbursement	£15.49
• Farrant Electrical Ltd- defibrillator installation	£643.21
• Parish Council Printer- purchase of ink, reimbursement	£22.37
• Red Shoes Accounting- Payroll Service	£43.20
• CAPALC Membership Renewal Fee	£188.62

(d) that the RFO query the refund of the streetlighting payment.

9. PLANNING ISSUES

Proposed new access to serve barn conversion, Mill Green Meadow, CB21 4QZ- S/4479/17/FL

RESOLVED: that the Planning Authority be informed that the Parish Council raised no objection to the proposed new access, but would wish it to be ensured that the removal of the hedgerow to provide the proposed access and the continued maintenance required to maintain the site lines were undertaken sympathetically.

Replacement of rotted sections of sole plates to front of property, Bramleys, Main St, CB21 4RA- S/1305/19/LB

RESOLVED: that the Planning Authority be informed that the Parish Council supported the application.

Application for Lawful Development Certificate for retention and change of use of land for domestic garden- 1 Bangs Close, CB21 4RJ- S/1191/19/LD

RESOLVED: that the Planning Authority be informed that the Parish Council had no objection to the application.

Discharge of Condition 5 (materials) pursuant to planning permission S/2334/18/FL- Stables, Lower Farm, Main Street, CB21 4RA

NOTED: the discharge of the condition.

Village Design Guides Consultation

RESOLVED: to note the consultation.

Greater Cambridge Partnership Planning Policy Update

RESOLVED: to note the implications for the parish.

10. JUBILEE GREEN

RESOLVED: to support an application to designate Jubilee Green as a village green, subject to (a) further clarification of the position regarding the current ownership and registration of the land and (b) the receipt of further advice from Councillor John Batchelor (*Minute 4(g) above refers*).

11. TREES, VERGES AND HEDGEROWS

Tree Maintenance Policy

RESOLVED:

- (a) that in view of the recent increase in the number of issues involving trees affecting land accessed by the public in the parish, it would be prudent for the Council to compile and maintain a register of trees that might potentially cause a problem which were located (i) on highway land, (ii) on the boundary between highway and private land and (iii) on private land that potentially posed a problem so that respective responsibilities could be established and appropriate action taken as necessary;
- (b) that the Chair would seek access to large scale on line maps that would enable Mark Hows (Tree Warden) to identify individual trees in Shudy Camps and Mill Green and Cllr Gordon to identify trees in Nosterfield End for inclusion in the proposed register.

Verge and Hedgerow Maintenance Contract

RESOLVED:

- (a) that the contractor's work to date had been generally satisfactory, but that the Clerk should ensure any future pruning of the hedgerow adjoining the footway between Riverdale and Bangs Close was undertaken more sympathetically and that the footway was cleared of leaf mould and other detritus;
- (b) that the Clerk consult the Footpath Warden about the most effective means of that ensuring dog owners did not allow their pets to foul areas of verge maintained by the contractors and report back.

12. HIGHWAYS ISSUES

2020-21 LHI Bid

RESOLVED:

- (a) that the Council review its marginally unsuccessful 2019-20 LHI application at the next meeting with a view to resubmitting it in the forthcoming new funding round, reconsidering in particular, the scope for the use of available MVAS data and the level of funding contribution it was prepared to make;

Parking Area at Nosterfield End

- (b) that further enquiries be made of residents about the extent of concern and evidence available relating to the reported use of the parking area at Nosterfield End for illicit purposes to enable the Council to come to a view on what action it might take in liaison with the Neighbourhood Watch co-ordinator.

Cambridgeshire County Council Consultation on Highways and Street Lighting Services

- (c) that any response to this survey be made on an individual basis.

There being no further business, the meeting closed at 9.30pm.