

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Finance & General Purposes Committee meeting held in the Pavilion, Woollards Lane on Wednesday 19<sup>th</sup> August 2015

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1. Present: Councillors Nightingale (Chair and District Councillor), Hodge (Vice Chair), Watson, Harwood, Nettleton and Clerk Winter

No members of the public attended

2. There were no new declarations of interests received.

No Members of the public were present

3. Minutes of the F&GP Committee meeting held on 16<sup>th</sup> December 2014 were confirmed as being accurate record and were signed by the Chair

4. No matters arising were raised

5. Minutes of the Parish Council meeting of 15<sup>th</sup> July 2015 were confirmed as being an accurate record and were signed by the Chair.

6. No matters arising were raised.

7. The S106 indemnity for S/0562/14/FL was reviewed, signed and witnessed for the Clerk to proceed with the claim

8. Allotment Fee year was revised back to its original September date as it was considered more suitable to the growing year for allotment holders.

9. The following quotations were reviewed

- a) Ball Catch netting at the Pavilion

Boyd Sport & Play considered preferred but planning and consultation with the cricket club and their possible contribution to the cost was necessary.

System objectively in place by start of 2016 cricket season allows time for further review prior to resubmitting for approval with all financial evaluations available

- b) Drainage channel to Village Hall car park

Quotation from Gatward at £1,794 + vat was accepted

Proposed by Chair Charlie Nightingale and seconded by Councillor Helen Harwood

Clerk instructed to proceed with the work asap

- c) New slabs to front of Skateboard Ramp

Quotation from Steve Bond Carpentry at £960 + vat was accepted

Proposed by Chair Charlie Nightingale and seconded by Councillor Helen Harwood

Clerk instructed to proceed with the work after completion of item "b" above

- d) Ramp and paving to rear of Pavilion entrance steps

Quotation from Steve Bond Carpentry at £450 + vat was accepted

Proposed by Chair Charlie Nightingale and seconded by Vice Chair Bridget Hodge

Clerk instructed to proceed with the work after completion of item "c" above to allow for use & disposal of redundant material from item "c" above

10. The 2015 / 2016 Financial Plan was reviewed in a new format presented by the Clerk
  - a) A monthly financial plan was presented and should be available for review at each Parish Council meeting
  - b) Major expenditure items to date were highlighted and reviewed
  - c) The YTD status at end of first quarter confirms expenditure of £21,821 with significant budgeted expenditure to be allocated in the next quarters this was considered to be on budget
  - d) The rephrasing of S137 grant for the SSYI was discussed with three payments falling due in this financial year due to a delayed payment in 2014 / 2015. Clerk to process payment at next Parish Council meeting.
  - e) Forecast to End of 2015 / 16 Financial Year was also considered to be on budget target with major expenditure and revenue items reviewed. However, the Village Traffic issues and unconfirmed costs to the Parish Council for all the measures proposed could result in a dramatic reduction of reserves and require a further increase in precept for 2016 / 17 financial year. This would become clearer at the F&GP meeting in December 2015

The Chair Charlie Nightingale advised that after a review conducted by councillors and the satisfactory completion of the 3 month probationary period, the clerk salary was to be moved from point 30 to point 33, in line with previous clerk and continuing at pro rata 20hrs per week, on the NJC, LC2 scale from end of August 2015.

11. Councillor Mike Nettleton presented plans and arrangements for the Village meeting on Traffic Issues scheduled for Tuesday 8<sup>th</sup> September 2015. Q&A pre meetings with any interested parties were arranged for 24<sup>th</sup>, 26<sup>th</sup> August and 3<sup>rd</sup> September 2015  
Full expenditure proposals were not yet confirmed, however a budget of between £31,000 to £46,000 (assuming no LHI grant) should be considered. Gavin Wiseman has been requested to check the proposed costings for a more accurate prediction.
12. The Clerk Mike Winter presented a schedule of payments and receipts for the month of August 2015 (known to date). This was accepted and 13 cheques valued at £2,726.54p for payment duly signed by two councillors.
13. External correspondence received was reviewed and replies agreed as follows
  - a) Request for additional Bee Hives at Stonehill allotment  
A further four (4) hives agreed subject to no one person having more than two (2) hives and their experience or qualifications in bee keeping being suitable.  
Clerk to respond accordingly to current and past applicants
  - b) CGM, Parish Council grass cutting contractor notified council of inability to cut outside 150 Shelford Road due to evidence of Japanese knotweed.  
Chair Charlie Nightingale confirmed a previous incidence of this at the same location and would progress with the necessary control methods by the District Council
  - c) Chair Charlie Nightingale had received confirmation from a large number of sponsors for the Christmas street lights. However, further sponsorship was expected and updates would follow

- d) Councillor Malcolm Watson confirmed he had received agreement with Robert Plumbly of PEM to assist with VAT issues and annual sports team contracts at a cost of £500. Councillor Malcolm Watson to arrange meeting with Parish Council and Robert Plumbly to urgently progress

14. Matters raised for future agenda consideration were

Previous Items raised not yet considered

- a) Critical Succession and Critical Illness plan be produced for future discussion.
- b) Presentation / engagement from Network rail on footbridge proposal and train schedule increase impact of level crossing closure on local traffic
- c) Update on response of proposal to disperse cost of street lighting to local residents, by September 2015
- d) Review of internal field maintenance costs in comparison to external contractor potential costs
- e) Review of Allotment sizes and fees

15. With all Agenda items covered the Chair closed the meeting at 2045hrs.

Signed

Date

Chair

Great Shelford Parish Council

**Note.** All the above is the official minutes of the F&GP meeting on 19<sup>th</sup> August 2015 that have been reviewed by the Committee members attending with a further review at the next Parish Council meeting and full adoption at the next F&GP meeting in December 2015.