

GREAT SHELFORD PARISH COUNCIL
Minutes
Parish Council Finance & General Purposes Meeting
held in the Pavilion, Woollards Lane on
Wednesday 15th August 2018 at 1930hrs

1. Receive apologies for absence.
 - Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Roberto Gherseni , Ian Kydd and Parish Clerk: Mike WinterReceived & Accepted apologies for absence
 - Councillor Richard Davies, Holiday
 - Councillor Charlie Nightingale, Unwell
 - Councillor Angela Milson, Represented by other Joint Chair of PlanningCouncillors Attending but not on F&GP Committee
 - Councillor Barbara Kettel
 - Judith WilsonAbsent
 - NonePublic
 - No Members of the Public present.
2. Received declarations of interest
 - None
3. Public Session

The meeting was to be adjourned for up to 10 minutes when members of the public were able to ask questions of the Council and put forward points of view in respect of the business on the agenda.

No members of the Public in attendance, thus meeting immediately reconvened for F&GP agenda.
4. Receive and adopt the Minutes of the Parish Council meeting held on 18th July 2018
Minutes were confirmed as being an accurate record with one spelling typing error to be corrected and were signed by the Chair
5. Consider matters arising from meeting of 20th June 2018 (new information only)
 - None
6. Review Cricket Ball Complaints, Consider Implication and Actions necessary
Follow up request on actions taken by PC from adjacent resident rec 27th July 2018
 - a. No reply issued to date by Clerk
 - b. Advise actions to be taken to date
 - General Dimensions of Cricket Square and Oval in relationship to properties and Pavilion etc. undertaken by Clerk and reviewedECB review statement
 - Clerk to check date that protection fencing recommendations were applied and any planning changes on local build requirements
 - Ball strike survey by Labosport
 - a. Clerk to check details of report criteria and if suitable commission the full on site survey at an unbudgeted cost of £1,600Solution prior start of 2019 Cricket Season necessary

7. Brief Review and Update on Village Key Issues schedule
Schedule as issued by Chair reviewed and will be an ongoing review item when full Parish Council meets. Urgent progress on a number of Projects is necessary.
8. Approve unbudgeted expenditure to conduct a Feasibility Study on a Replacement Memorial Hall with Car Park
Feedback from Feast Consultation was 2-1 in favour of this proposed project. However, only 20 residents had responded
Chair proposed that the Feasibility Study should be completed in time for a Public review at the APM in April 2019.
Additional Village car parking was the major driver for this proposed project not simply replacing the Memorial Hall. On that basis decriminalization and enforcement of illegal parking was a must to achieve the objective.
A working Group to determine clear Terms of Reference for the Feasibility Study is necessary.
Chair agreed to provide and update his initial draft of Terms of Reference for an URGENT review to achieve the APM public review in April 2019
9. Approve Annual Parish Council Insurance from August 2018 to July 2021
Clerk presented options provided by broker Came & Co
Came & Co recommendation of provider Hiscox on a 3yr LTA was
Proposed: Councillor Malcolm Watson
Seconded: Councillor Barrie Ashurst
Vote: Unanimous
Clerk to confirm with Came & Co with immediate effect
10. Approve Increase in Cemetery Charges from 16th August 2018
Cemetery charges have been static since August 2014.
The Chair of Cemetery & Allotments supported by the Clerk recommended an increase of £50 on all charges with a doubling of the Removal of Human Remains from £150 to £300
Committee considered this was insufficient as no increase had been applied for 4 years.
A £75 increase on all charges was considered more appropriate
Proposed: Councillor Barrie Ashurst
Seconded: Councillor Roberto Ghersen
Vote: Unanimous
Clerk to Update Fee chart and apply with immediate effect
11. Review and Approve New or Updated Policy Statements
- Financial Procedure and Processes Policy
 - Clerk circulated Policy with minor Updates from previous version
 - Clerk confirmed Policy would on approval be on the Parish Council Website
 - All F&GP Councillors confirmed they had no outstanding issues with the Policy and it was cleared for approval recommendation at the next Full Parish Council meeting on 19th September 2018
12. Review and Update the Asset register as necessary
Clerk's paper exercise and update accepted with details to be recirculated to Committee Chars for a physical review prior December 2018 F&GP meeting.
13. Review and Approve Financial monthly accounts for payment and Note receipts
Clerk's schedule reviewed and collectively approved at meeting of Payments and Receipts for Month of August 2018
Clerk confirmed Barclays Bank Mandate for changes to Parish Council Cheque signatory previously agreed was now in place
- Total Value of 13 Cheques at £18,467-57p, signed by Councillor Watson and Councillor Ashurst on behalf of the Parish Council

14. Review 2018 / 2019 Financial Plan

Clerk presented YTD (August 2018) Expenditure v Budget and identified major budgeted projects the looked unlikely to be completed by financial year end
Considerable effort from Councilors is necessary to achieve forecast Budgeted expenditure and Key Issues delivery

15. Review Financial or other RISKS to the Parish Council

- Bank Accounts, Clerk confirmed all accounts were within the FSCS limit of £85,000
However, unless considerable expenditure on Projects took place prior October / November on receipt of half year precept an additional Bank account would be necessary
Chair recommended Cater Allen Bank (Part of Santander Bank)
Clerk to investigate and advise progress at a subsequent Parish Council meeting as necessary
- Budget Achievement. Clerk advised that as previously stated a number of 2018/19 projects are not past the preliminary stages and thus are likely to be incomplete in this financial year.

16. Review new external Correspondence

- S137 Application received from Relate as previous years (For consideration 19th September 2018 Parish Council Meeting

17. Consider matters for future agenda consideration

- Trumpington Farm Lease
- All other Lease agreements
- Policies, Standing Orders, Procedures as necessary
- Twinning Association July 2019 30th anniversary plans
- Councillor Ian Kydd believed that his request for a review of Chairs final statement on the Greater Cambridge Partnership submission listed on 20th June 2018 minutes had been deleted from matters for future agenda consideration without a Parish Council review. Chair disagreed and suggested a recap but Councillor Ian Kydd insisted on it being an Agenda item. Clerk to consider proposal and review previous minutes.

18. With all Agenda items covered the Chair closed the meeting at 2015hrs

Reminders

Next Parish Council Meeting

- Wednesday 19th September 2018, 1930hrs at the Pavilion

Next Planning Meeting

- Tuesday 4th September 2018, 1930hrs at the Pavilion (Note 3 weeks from previous)
- Thereafter 1st and 3rd Tuesday 1900hrs of each month unless notified separately.

Cancelled Planning Training to be rescheduled by Clerk

Note. All the above is the official minutes of the Parish Council meeting on 15th August 2018 that have been reviewed by Parish Council with full adoption awaited at the next Parish Council meeting

Signed
Chair

Date

Great Shelford Parish Council