

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Parish Council Finance & General Purposes Meeting held in the Pavilion, Woollards Lane on Wednesday 5<sup>th</sup> December 2018 at 1930hrs

1. Receive apologies for absence.

- Present: Councillors Mike Nettleton (Chair), Malcolm Watson, Barrie Ashurst, Richard Davies, Charlie Nightingale, Ian Kydd and Parish Clerk: Mike Winter

Received & Accepted apologies for absence

- Councillor, Roberto Gherseni
- Councillor, Angela Milson

Councillors Attending but not on F&GP Committee

- Councillor Simon Talbott
- Councillor Barbara Kettel
- Councillor Mark Carey

Absent

- None

Public

- Three Members of the Public present.

2. Received declarations of interest

- None
- Councillor Charlie Nightingale recorded interest in Mobile Warden Scheme but item not on agenda, thus unnecessary

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.**

Public Questions.

- Resident of Popular Close asked why additional double yellow lines (DYL) were being proposed for the turning bay
  - Consultation on proposed TRO showed a requirement
  - Further consultation at the APM will take place prior application for the TRO
- Resident of High Green asked how the Mini Garage was allowed to have the current signage
  - Chair referred the topic to the Planning Committee for review and consideration of any necessary enforcement
- Representative of the Mobile Warden Scheme (MWS) concerned that recent Parish Council documents stated over dependence on GSPC funding
  - Chair stated GSPC had awarded from S137 funds £2,500 and underwritten up to a total £3,500 of funding
  - However, it was desirable for MWS to seek alternative funding from Little Shelford, Stapleford Parish Councils and any funding from Camb County Council or South Cambs District Council

**With no further issues raised by the public attending, the meeting was reconvened at this point for the Parish Council Agenda.**

4. Review the Minutes of the F&GP Parish Council meeting held on 15<sup>th</sup> August 2018  
Note. Received and Approved at the subsequent Parish Council Meeting

5. Consider matters arising from meeting of 15<sup>th</sup> August 2018 (new information only)

- None

6. Review and Update the Asset register as necessary
  - Clerk reported that Asset list had only been paper exercise updated since August 2017 with minor variations in value
  - Chair requested Clerk to re circulate asset list to all Committee Chairs to enact a physical review prior to the 16<sup>th</sup> January 2019 Parish Council meeting for updating of the register at that meeting
7. Review and approve all Insurances held and their values
  - Clerk provided current schedule for review
  - Committee accepted all were currently adequate and required no changes
8. Review and Approve any staff salary variations
  - Clerk provided current schedule for review
  - Committee accepted NJC pay spine points as agreed at the 9<sup>th</sup> April 2018 Parish Council meeting should continue to apply from April 2019
  - Clerks Annual Performance review by Chair was outstanding and to be arranged as soon as practical
9. Review the bank mandates for all accounts
  - Clerk provided current schedule for review
  - Clerk requested to add Councillor Roberto Gherseni to the Barclays Account Cheque Signatories list as a joint Chair of the Planning Committee  
Proposed; Councillor Mike Nettleton  
Seconded; Councillor Barrie Ashurst  
Vote; Unanimous
  - No other changes considered necessary
10. Review bank Standing Orders or Direct Debits for all accounts
  - Clerk provided current schedule for review
  - No changes considered necessary
11. Review Financial or other RISKS to the Parish Council
  - Clerk provided current schedule for review of Bank Accounts and stated all accounts held are below Financial Services Compensation Scheme (FSCS), max limit of up to £85,000
  - No changes considered necessary
12. 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 December 2018 with cheques signed by Councillors Malcolm Watson and Barrie Ashurst
  - 14 Cheques presented to sign for December 2018 and 1 previously signed cheque
  - Total Value of 15 Cheques £9,967-15p
  - SO & DD Payments £3,028-01p
  - Cash Payments £25-87p
  - Receipts £355-00p
  - All Bank Balances and Cash/stamps held £371,249-41p
13. Review Budget Plan for 2019/2020 and subsequent Precept recommendation for approval at Parish Council meeting on Wednesday 16<sup>th</sup> January 2019
  - Clerk presented YTD (August 2018) Expenditure, forecast to April 2019 v Budget and Committee requests for 2019/2020 budgets. In addition a scaled down budget requirement were reviewed in detail with resultant Precept request for 2019/2020 financial year
  - Chair requested all Councilors in attendance individual views on both budget options with the resultant Precept request for 2019/2020 financial year

- Budget Proposals resulted in three (3) options available for consideration and Chair took an open vote of F&GP Committee members on options of
  - 1) Zero % increase in Precept to meet Budget 1 Councillor
  - 2) 10% increase in Precept to meet Budget 2 Councillors
  - 3) 12% (11.54%) increase in Precept to meet Budget 3 Councillors
- Thus, F&GP Recommendation to Full Parish Council meeting on 16<sup>th</sup> January 2019 for review and approval is a 12% increase in Precept application for 2019/2020 financial year
- Summary of F&GP recommendation as follows

<b>BUDGET ALLOCATION</b>	
<b>Recreation Ground</b>	
	Expenditure
	Income
<b>Cemetery</b>	
	Expenditure
	Income
<b>Allotments</b>	
	Expenditure
	Income
<b>Highways</b>	
	Expenditure
	Income
<b>Pavilion</b>	
	Expenditure
	Income
<b>Planning</b>	
	Expenditure
	Income
<b>Plant &amp; Tools</b>	
	Expenditure
	Income
<b>Administration</b>	
	Expenditure
	Income
<b>S137 Grants</b>	
	Expenditure
	Income
<b>S106 Receipts</b>	
	Expenditure
	Income
<b>Contribution to Reserves (Land Only)</b>	
	Expenditure
	Income
<b>Gen Contingency (Saving)</b>	
	Expenditure
	Income
<b>BUDGET TOTAL</b>	

<b>2019/20 FINANCIAL YR</b>	
<b>EST to 18/19 FYE</b>	<b>PROPOSAL</b>
<b>£43,871</b>	<b>£166,260</b>
£51,920	£183,150
-£8,049	-£16,890
<b>£2,795</b>	<b>£4,325</b>
£4,635	£6,625
-£1,840	-£2,300
<b>£101</b>	<b>£2,140</b>
£1,901	£4,140
-£1,800	-£2,000
<b>£85,251</b>	<b>£64,166</b>
£86,851	£73,666
-£1,600	-£9,500
<b>£30,162</b>	<b>£25,535</b>
£32,322	£27,935
-£2,160	-£2,400
<b>£2,000</b>	<b>£12,750</b>
£2,000	£12,750
£0	£0
<b>£1,950</b>	<b>£2,900</b>
£1,950	£2,900
£0	£0
<b>£52,697</b>	<b>£53,443</b>
£63,758	£69,504
-£11,061	-£16,061
<b>£10,910</b>	<b>£13,700</b>
£10,910	£13,700
£0	£0
<b>£0</b>	<b>£0</b>
£0	£0
£0	£0
<b>£30,000</b>	<b>£30,000</b>
£30,000	£30,000
£0	£0
<b>£0</b>	<b>£0</b>
£0	£0
£0	£0
<b>£259,737</b>	<b>£375,219</b>

<b>BUDGET 2018/19</b>
Fcst Underspend 2018/19
Cont. from PC Reserves to Precept
<b>Precept</b>
<b>Precept Inc from Previous Year</b>
<b>Precept % Inc from Previous Year</b>

<b>£371,327</b>	<b>£375,219</b>
£111,590	-£111,590
	-£20,000
<b>£218,420</b>	<b>£243,629</b>
	<b>£25,209</b>
	<b>11.54%</b>

- Details of the F&GP recommendation to be circulated to all councillors and on website prior the Full Parish Council for meeting on 16<sup>th</sup> January 2019
- Councillor Ian Kydd stated his objection to this process. Chair stated the process was as agreed but offered the Councillor a private discussion on the topic

- Clerk stated Final Budget and resultant Precept must be agreed at the Parish Council meeting of 16<sup>th</sup> January 2019 to meet SCDC Precept application process dates

#### 14. Review new external Correspondence

- Cherie Gregoire, Special Projects Manager | Mobilising Local Energy Investment Unit Cambridgeshire County Council from Babraham Park and Ride Sola Power Project. (Car spaces covered by solar panels with lighting under, balance power into National Grid) Requesting to hold a Public session covering the project in January / February 2019 at the Memorial Hall also to attend a Parish Council meeting and explain project?
  - Clerk requested to arrange attendance at Parish Council meeting on 16<sup>th</sup> January 2019 with a subsequent Public session in the Memorial Hall, date subject to Memorial Hall availability
  - Full details of proposal to be reviewed by Councillor Mark Cary for Councillor briefing prior 16<sup>th</sup> January 2019
- E-mail from Lisa Freeman Bass re Village conditions of Tesco bollards & crates, empty units
  - Responded to by Chair Highways
- E-mail from John Wakefield re a remark on Great Shelford On Line blaming GSPC for Barclays situation and opposing the planning permission for the Co-op move to new premises.
  - Both statements were considered incorrect and Chair would write a response on behalf of the Parish Council

#### 15. 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

#### 16. With all Agenda items covered the Chair closed the meeting at 2150hrs

##### Reminders

Next Parish Council Meeting (Precept Review and Submission to SCDC Approval)

- Wednesday 16<sup>th</sup> January 2018, 1930hrs at the Pavilion

Next Planning Meeting Rescheduled

- Wednesday 12<sup>th</sup> December 2018, 1900hrs at the Pavilion

Then original schedule

- Tuesday 18<sup>th</sup> December 2018, 1900hrs at the Pavilion (Review subject to Planning applications received)
- Wednesday 2<sup>nd</sup> January 2019, 1900hrs at the Pavilion

Thereafter 1<sup>st</sup> and 3<sup>rd</sup> Tuesday 1900hrs of each month unless notified separately Next Parish

***Note. All the above is the official minutes of the F&GP Parish Council meeting on 5th December 2018 that have been reviewed by the F&GP Committee of the Parish Council with full adoption awaited at the next Full Parish Council meeting***

Signed

Date

Chair

Great Shelford Parish Council