



# ANNUAL REPORT 2022/23



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# What is a Parish Council?

Established in 1894, Great Shelford Parish Council (GSPC) is the first tier of government for the Great Shelford community. Unlike principal authorities such as District and County Councils, GSPC does not have statutory duties to discharge, but it does have a wide range of discretionary statutory powers it may choose to use to provide services and amenities for our residents.

## Councillors

15 unpaid elected/co-opted councillors who 'hold a seat in public office' attending 10 full council meetings per year (held 3rd Wednesday of the month apart from August and December).

There are duties, however, which GSPC must perform and these include:

- election of a chairman/chair as the first item of business at the Annual Council Meeting held in May;
- preparation of annual accounts which are externally audited and made available for public inspection;
- to hold an Annual Parish Meeting (meeting of the electors) between 1st March and 1st June each year;
- that data must be held in accordance with data protection legislation;
- that the council must comply with employment and health and safety laws, etc.

## Councillors

GSPC has 15 councillors when all seats are taken. There are currently three vacancies for the role of councillor.

Councillors are elected for a term of four years. The last elections were held in May 2022. Anyone over the age of 18 who is a citizen of the UK, the EU or the Commonwealth can be a parish councillor if they:

- are an elector in; or
- work in; or
- live in; or
- live within three miles of the area of the local council.

The main role of a councillor is to participate in the collective decision making process of GSPC. No councillor has the authority to make decisions about council business on their own.

## Committees/Working Groups

Councillors sit on a variety of committees responsible for overseeing the services the council provides. They also sit on Working Groups with residents to look at issues facing the village.



Malcolm Watson, Chair



Gregory Price, Vice-Chair



John Stanton, Vice-Chair



Paula Arnold



Barrie Ashurst



Peter Brown



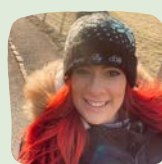
Lyn Disley



Roberto Ghersemi



Timothy Mann



Angela Muttu



Naomi Neil



Angela Niblett

## DID YOU KNOW?

Councillors hold a seat in public office. As they are not working for a community organisation or charity, they are not classed as volunteers, though they do volunteer their time to carry out their role.

## The Council Team

GSPC has the statutory power to employ staff it thinks necessary to carry out its statutory functions and powers. There are two roles essential to the smooth running of the council and these are the Proper Officer and Responsible Financial Officer (RFO). In the case of Great Shelford, our Clerk encompasses both the Proper Officer and RFO roles.



**Libby White BEM  
BA(Hons) FSLCC**  
Clerk to the Council

Libby has worked in local government for 10 years and recently obtained a First Class Honours Degree in Community Governance.

As Clerk she is the most senior member of staff with other members of staff reporting to her. The Clerk reports to the council and has overall responsibility for conducting the business of the council. Clerks are sometimes referred to as 'Proper Officer' which is someone who has statutory obligations. Within this role she advises on lawfulness.

Libby is also our Responsible Financial Officer (RFO) where she advises on prudence. This role also has statutory obligations and is responsible for the administration of the council's financial administration.

Seamus is our longest serving member of staff and has been with us for over 21 years. In 2022 Seamus took on responsibility for maintenance of the cemetery in addition to other duties such as the finer details of maintenance on the Recreation Ground, keeping our street furniture clean and tidy and some support of the Pavilion. If you need the lowdown...just ask Seamus!



**Seamus Fegan**  
Ranger



**Jenny Eldridge**  
Clerical Assistant

Jenny joined us in May 2022, bringing with her a wealth of experience in research and marketing communication.

Jenny is responsible for looking after the administration for the various council facilities including the Memorial Hall, Pavilion, Recreation Ground, Cemetery and Allotments.

Our newest team member is our Caretaker, Atul Pandey. It is his responsibility to keep the Memorial Hall and Pavilion clean and tidy, ready for all our bookings. He will also provide cover for Seamus during periods of absence due to holiday or sickness, and has responsibility to carry out the weekly health and safety checks of the buildings. He will also take deliveries, open up for ad hoc hires, come out if there is an issue and provide support to Stapleford Parish Council.

# Chair's Report 2023

**It has been an extremely busy year and I continue to be indebted to all our Councillors and Parish Council staff (both past and present) who have put in the time and effort to achieve a great amount over the last 12 months.**

Our municipal year commences in May, and in 2022 this coincided with local elections. We currently have 12 councillors (three vacancies) meaning that we continue to hold the General Power of Competence. *Should anyone be interested in standing as councillor, please contact Libby.*

I have summarised the activities of the parish council for the last 12 months below:

## **Traffic & Transport**

The village continues to be surrounded by transport initiatives. The first being the Cambridge South East Transport Plan (CSET). We strongly believe that an alternative route to the planned CSET busway along the A1307 would be both more cost effective, less damaging to the environment and better used. We, along with other parish councils, community bodies and individuals remain firm that the current CSET plans should be reconsidered and continue to challenge the Greater Cambridge Partnership (GCP) on this matter. Elisa Meschini, Chair of the GCP joined us at our Annual Parish Meeting in March to update us on GCP's work and hear our views.

One other significant area upon which we have been focusing is the East West Railway (EWR) project linking Oxford to Cambridge. GSPC takes issue with the preferred route and believes that proper consideration has not been given to other potential routes. Cllr Peter Brown represents GSPC on the local liaison forum.

With so many transport projects in the area, our Traffic & Transport Infrastructure Working Group (TTIWG) comprising Councillors and village residents has been working tirelessly to consult with residents, carry out research and engage with a traffic consultant to understand what we can do to make our village roads safer for all users and help make our village a destination, thereby supporting local businesses.

## **Neighbourhood Plan**

We are working hard with Stapleford Parish Council and residents of both villages to work towards a joint Neighbourhood Plan to help set out what is important to our community when it comes to planning matters. We are looking to have this document 'made' in time for the new Local Plan which is currently being worked on by the Greater Cambridge Shared Planning Service.

## **Memorial Hall**

In September 2022, we regained responsibility for looking after the Memorial Hall as the Community Association decided it was time to hand over the reins. We recently asked residents to tell us what they used the hall for and what they want from the hall for the future. This information will be used to form a Feasibility Plan to guide us in the next steps towards refurbishment or rebuilding.

## **Other notable achievements include**

- Introduction of a programme of replacement of street furniture, specifically bus shelters.
- Awarded Quality status in the Local Council Award Scheme.
- Installation of paving around the Pavilion to make a more pleasant area for spectators to watch sport.
- Introduction of a Warm Hub with support from Shelford Free Church and many volunteers.
- Reintroduction of a monthly village market.
- Installation of two new defibrillators with funding from Great Shelford Village Charity (previously Great Shelford Parochial Charity).
- Extension of CCTV around the Recreation Ground and Memorial Hall.
- Working with the Community Payback team to have some general maintenance jobs carried out around the village.

## **The following projects are in progress or due in 2023/24**

- Working with the Playscape Charity to create a new skate park, known as 'Wheelscape'.
- More community events for community cohesion.
- 'Community Hub' due Autumn 2023,
- Creating a five-year business plan.
- Working towards Gold level of the Local Council Award Scheme.
- Continuing to serve our community to improve the quality of life for our residents.

For more news on our plans for the next year, please see our 2023/24 Business Plan which is available on the website.

**Malcolm Watson**

Chair



# Income & Expenditure Account for the year ended 31st March 2023

## Financial Summary

In a normal year, the majority of income to the parish council comes in the form of the Precept (collected by South Cambridgeshire District Council and is included in the Council Tax payments).

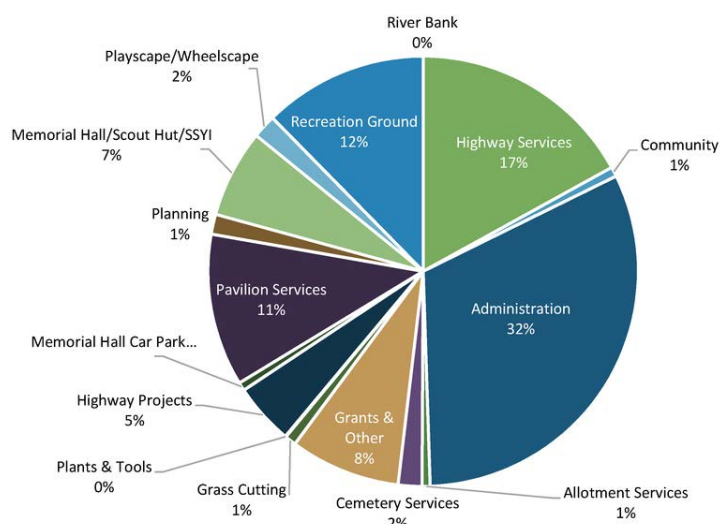
During 2022, Great Shelford Parish Council received the money held by the Community Association which has been held specifically for the purpose of looking after the Memorial Hall.

Of the monies we hold, much is held in 'Earmarked Reserves\*' as follows:

Earmarked Reserves	£
Pedestrian Entrance	19,000.00
Car Park	24,000.00
Land Purchase	50,000.00
MH Commercial Kitchen	20,000.00
MH Heating	20,000.00
Boiler House	5,000.00
Public Toilet	10,000.00
Car Park Lighting	2,000.00
Security Fencing	5,000.00
Riverbank	10,000.00
Traffic Projects	21,000.00
CCTV	17,170.00
Neighbourhood Plan**	12,870.85
Memorial Hall	14,325.78
Warm Hub	1,386.01
General Reserves***	20,026.00
<b>TOTAL</b>	<b>259,028.64</b>

Description	Amount
Opening Balance	£ 240,935.00
<b>Income</b>	
Precept	£ 279,311.00
Interest Received	£ 3,089.00
Grants Received	£ 12,594.00
Recreation Ground Income	£ 5,444.00
Memorial Hall Income	£ 33,930.00
Pavilion Hire Income	£ 4,177.00
Cemetery Income	£ 7,660.00
Allotment Income	£ 1,772.00
Neighbourhood Plan	£ 7,257.00
Rent of Land	£ 425.00
Other	£ 5,001.64
<b>Total Income</b>	<b>£ 360,660.64</b>
<b>Expenditure</b>	
Recreation Ground	£ 42,345.00
River Bank	£ -
Playscape/Wheelscape	£ 6,071.00
Memorial Hall/Scout Hut/SSYI	£ 22,624.00
Memorial Hall Car Park	£ 2,145.00
Grass Cutting	£ 2,920.00
Pavilion Services	£ 39,259.00
Cemetery Services	£ 6,107.00
Allotment Services	£ 2,055.00
Highway Services	£ 58,176.00
Plants & Tools	£ 171.00
Planning	£ 5,135.00
Grants & Other	£ 28,429.00
Administration	£ 108,852.00
Community	£ 2,474.00
Pavilion Projects	£ -
Highway Projects	£ 15,804.00
<b>Total Expenditure</b>	<b>£ 342,567.00</b>
<b>Closing Balance</b>	<b>£ 259,028.64</b>

## Expenditure at a Glance 2022/23



\*Earmarked Reserves are set aside for village projects (either current or future)

\*\*Money from Stapleford & Great Shelford for the Neighbourhood Plan. Great Shelford is looking after the funds for this project

\*\*\*Money in cases of emergency

# Great Shelford Parish Council

What have we been doing? Where has your money been spent? How do we contribute to Great Shelford village?

## General Power of Competence

In 2021, Great Shelford Parish Council adopted the General Power of Competence to gain wider powers to deliver for the residents of Great Shelford.

## Grants

Awarded a total of £28,429 in donations/grants to the Mobile Warden Scheme, SSYI, Poppy Appeal, Relate, Shelford Library and provided a shopping bus for the elderly until it ceased in September 2022.

## Planning

Between 1st April 2022 and 31st March 2023, 192 planning applications have been considered by the Planning Committee which includes applications for tree work.

## Allotments

We have two sites: Stonehill Road and at the cemetery. All plots are currently taken with a small waiting list.

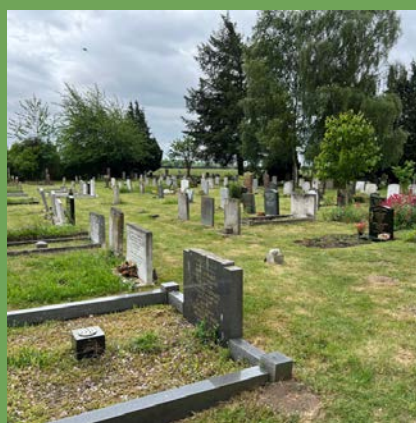


## Playscape & Open Spaces

We are responsible for the Playscape and other public open spaces around the village. We are working on the Wheelscape skate park anticipated late 2023.

## Cemetery

Cambridge Road Cemetery is managed and maintained by us. There have been 14 interments during the year.



## Precept

Set at £314,500 for the 2023/24 financial year to allow us to do all the things we have detailed in this report.

## Improving Communication

We continue to welcome your views on any matters you feel we may have missed relating to the village. Please get in touch!  
*(Details on back page)*



# Priorities for 2023/2024

On top of the 'usual' council activities, we have set ourselves some actions for the next municipal year. They are:

## Memorial Hall

- To consult with residents and understand their wants for the Memorial Hall
- Create a Feasibility Report
- Engage with an architect to understand the potential for refurbishment/rebuilding of the Hall to fit in with the requirements of the community

## Community

- Organise several events throughout the year to build community cohesion
- Work with the community to set up a 'Community Hub' from autumn 2023

## Neighbourhood Plan

- Provide support and leadership to the Stapleford and Great Shelford Neighbourhood Plan Steering Group
- Encourage participation from residents and local organisations

## Traffic and Transport

- Speeding: support any local Speedwatch team with their activities
- Speeding and Parking: consider the concerns of residents and liaise with police and highways about issues with parking and speeding within the village. Keep under constant review
- Parking: continue to lease Rayments car park on Woollards Lane and provide free parking to residents
- TTIWG: respond to traffic and transport issues impacting the village and help GSPC define a community led position on the individual and cumulative impact of these issues
- Traffic Consultant: work with a traffic consultant to consider potential future options for the area of Woollards Lane, Church Street and High Street to make it safer for pedestrians, cyclists and drivers

## Clay Pit

- Working with the volunteers who look after the Clay Pit (Pocket Park) to enhance the area for the enjoyment of all, seeking grants where possible

## Recreation Ground

- Planting: Consider the plan for wildlife and planting enhancements provided by Peterborough Environment City Trust (PECT)
- Riverbank: address the failings from the last work carried out on the riverbank and ensure the steps are safe to use

## Wheelscape

- Working with the Playscape charity members to work towards the construction of the Wheelscape project

## Climate

- Finalising the Climate Change Action Plan to assist in addressing the impact of the council, local businesses and residents on the climate

# Parish Councillor Contact Details

Councillor	Committee / Working Group
<b>Paula Arnold</b>	Planning
<b>Barrie Ashurst</b>	Buildings & Grounds Finance & General Purposes Highways ( <i>Chairman</i> ) Human Resources Traffic & Transport Infrastructure Working Group
<b>Peter Brown</b>	Planning Cambridge Biomedical Campus Working Group Communications Working Group Traffic & Transport Infrastructure Working Group
<b>Lyn Disley</b>	Finance & General Purposes Highways Climate Change Emergency Working Group Communications Working Group Traffic & Transport Infrastructure Working Group
<b>Roberto Gerhseni</b>	Cemetery & Allotments Planning Cambridge Biomedical Campus Working Group
<b>Timothy Mann</b>	Buildings & Grounds Finance & General Purposes Highways Climate Change Emergency Working Group ( <i>Chairman</i> ) Traffic & Transport Infrastructure Working Group
<b>Angel Mutty</b>	Buildings & Grounds Communications Working Group
<b>Naomi Neil</b>	Cemetery and Allotments ( <i>Chairman</i> ) Finance & General Purposes
<b>Angela Niblett</b>	Human Resources Planning
<b>Gregory Price</b>	Cemetery & Allotments Finance & General Purposes Human Resources Planning ( <i>Chairman</i> )
<b>John Stanton</b>	Buildings & Grounds Finance & General Purposes Highways Cambridge Biomedical Campus Working Group Traffic & Transport Infrastructure Working Group Wheelscape (Playscape) Working Group
<b>Malcolm Watson (Chairman)</b>	Buildings & Grounds ( <i>Chairman</i> ) Cemetery & Allotments Finance & General Purposes ( <i>Chairman</i> ) Planning Cambridge Biomedical Campus Working Group Wheelscape (Playscape) Working Group

All councillor emails follow the following rule:  
forename.surname@  
greatshelfordparishcouncil.gov.uk  
Please copy in the Clerk (details below) in all  
correspondence.

**DID YOU KNOW?**  
...that some Councillors have  
other responsibilities such as  
Cllr Brown is our contact for  
EWR, Cllr Ashurst is our  
liaison with the police, etc.  
Please see our website for  
full information.

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Parish Council agendas and minutes for both full council meetings and those of the committees are available to view on the website: <https://www.greatshelfordparishcouncil.gov.uk/minutes-agendas/>

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Clerk to the Council: Mrs Libby White BEM BA(Hons) FSLCC

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