

Notice of Meeting: Full Council
Time: 7.00pm
Date: 20th September 2023
Venue: Great Shelford Pavilion, Great Shelford Recreation
Ground, Woollards Lane, Great Shelford, CB22 5LZ

To All Members of Great Shelford Parish Council

You are hereby summoned to attend the Full Council Meeting of Great Shelford Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

The meeting is open to members of the public (including the press), but is not a public meeting.

Quorum: 5 Members: 12 Vacancies: 3

Libby White

Mrs Libby White BEM BA(Hons) FSLCC – Executive Officer, 12th July 2023

AGENDA

23-103. Apologies for Absence

23-104. Councillors' Declarations of Interest

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

23-105. Co-option of Parish Councillor(s)

23-106. Public Participation Session (10 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

23-107. Approval of Minutes

- a) To approve the minutes from the Full Council Meeting held 19th July 2023.
- b) Matters arising including Executive Officer's Report (for information only).

23-108. Reports from County & District Council Members

23-109. Reports from Committees and Working Groups

- a) To receive and note the reports from Committees and Working Groups (*any decisions to be made are listed separately on the agenda*).
- b) **Neighbourhood Plan:** to receive an update on the progress of the Neighbourhood Plan project.
- c) **Communications Working Group:** To approve the proposed action plan for the next six months to extend engagement with the community and potential funding which may be required.
- d) **Cambridge Biomedical Campus Working Group:** to receive an update on work carried out and to agree the proposed communication to the FeCRA (Federation of Cambridge Residents' Associations) following the letter from Nick Kirby dated 11th August.

23-110. Council Administration Matters

- a) To consider the setting up of an Economic Development Working Group to support local business.
- b) To consider the Trumpington Residents Association's letter about the Green Belt and CBC and consider how the parish council can show its support.
- c) To consider the correspondence received about the Rainbow Pre-School, Wacky After-School and Holiday Club's application for an extension to their planning permission from 2017.
- d) To consider the parish council joining Cam Valley Forum following concerns about water quality.
- e) To consider the requests from the SSYI to install a cooker hood and extractor fan in the kitchen and to widen the cupboard door at the bottom of the stairs.
- f) To consider a joint letter with Stapleford Parish Council to Anthony Browne MP, about the parishes' concerns about the announcement from Michael Gove and the 'Levelling Up' agenda.
- g) **[Standing Item]**: To note any progress made on actions listed in the Business Plan.

23-111. Community Matters

To agree to hold a Christmas Light Switch On event on Saturday 2nd December and agree budget to be used for the event.

23-112. Finance Matters

- a) To consider and approve monthly accounts including back reconciliations and payments made.
- b) To consider quotations received for urgent tree work to be undertaken at the Recreation Ground; Freestones Corner and the Memorial Green.
- c) To consider the quotations to revive the Pavilion floor.
- d) To receive the 2022/23 closure letter from the External Auditor, PKF Littlejohn.
- e) To approve transfer of funds from the CCLA Deposit Fund to the Unity Current account to enable payment of invoices.

23-113. Highways and Transport Matters

- a) To approve the draft letter as presented, to East West Rail Company as requested at the July meeting.
- b) To agree to pay the annual £1,000 license fee (to be increased by RPI each year) to open up Jenny's Path as an official permissive footpath following the ongoing delays with Highways investigation into the S106 Southern Fringe money.
- c) To consider recent communication received about the County Council Highways change in policy about weed killing.
- d) To consider the purchase of an additional Speed Indicator Device to be located on Hinton Way.
- e) To approve the statement to accompany the publishing of the second Intermodal Report on the website.
- f) To consider the proposed survey, supporting document and proposed timeline for initial engagement with residents following the publication of the two Intermodal reports.
- g) To agree a date in November to hold a public meeting to discuss transport issues and the Local Highways Initiative bid.
- h) **BWtB**: to receive an update on work being undertaken by the Better Ways than Busways campaign group.

23-114. Matters for Future Consideration

23-115. Date of next Meeting: 18th October 2023

Any business to be considered by Great Shelford Parish Council must be delivered to the Executive Officer for inclusion on the agenda at least 7 working days prior to the meeting.

Appendix 1 Item 23-112a

Invoice Date	Invoice No	Supplier	Description	Net Value £	VAT £	Invoice Total £
Payments made in August by Direct Debit						
01-Aug-23		South Cambridgeshire District Council	Non Dom Rates: Car Park	616.00	0.00	616.00
01-Aug-23		South Cambridgeshire District Council	Non Dom Rates: Pavilion	429.00	0.00	429.00
01-Aug-23		South Cambridgeshire District Council	Non Dom Rates: Mem Hall	192.00	0.00	192.00
27-Jul-23	723	Virgin	Rec Internet	41.75	8.35	50.10
28-Jul-23	985943168022	Three	Caretaker Mobile	4.17	0.83	5.00
17-Aug-23	M018 PZ	BT	Broadband	67.44	13.49	80.93
06-Aug-23	5298247	British Gas Lite	Pavilion Gas	64.58	3.23	67.81
04-Aug-23	2878101	Crown Gas & Power Limited	Memorial Hall Gas	39.68	1.98	41.66
		Edf	Pavilion Electric	201.90	10.10	212.00
				1,656.52	37.98	1,694.50
Payments made by MultiPay Card						
04-Aug-23	4050	Lifebuys Direct	2 x replacement lifebuys	106.99	21.40	128.39
11-Aug-23	Order 3203	Ely Skip Hire	Skip for Rec Clearance	216.67	43.33	260.00
16-Aug-23	IN950437	Accu Limited	M10 Dome Nuts	13.15	2.63	15.78
16-Aug-23		TV Licensing	TV License for MH	159.00	0.00	159.00
17-Aug-23		Royal Mail	Underpaid postage	2.50	0.00	2.50
01-Sep-23	978501	Thesaurus Software	Payroll Software	2.04	0.41	2.45
				500.35	67.77	568.12
Payments made 9th August 2023						
08-Aug-23	109921	Amazon	Cleaning Materials	33.32	6.67	39.99
27-Jul-23	101221106	Thalia trading as Amey	Cemetery Waste	49.16	9.83	58.99
30-Jul-23	10151	An Extra Pair of Hands	Village Gardening	441.00	0.00	441.00
04-Aug-23	AUB11515	Aubergine 262 Ltd	Website Hosting	349.00	69.80	418.80
04-Aug-23	146048	Balfour Beatty Living Places	Christmas Lights Timers	5,350.32	1,070.06	6,420.38
13-Jul-23	3698	Steve Bond Carpentry	Repairs & Maintenance	40.00	8.00	48.00
09-Aug-23	2215	Brookfield Contracting & Farming	Supply/Install manhole cover	420.00	84.00	504.00
09-Aug-23	2216	Brookfield Contracting & Farming	Fix water leak on Playscape	540.00	108.00	648.00
09-Aug-23	2217	Brookfield Contracting & Farming	Playscape Mounds	15,048.00	3,009.60	18,057.60
09-Aug-23	2218	Brookfield Contracting & Farming	Treework in compound	1,285.00	257.00	1,542.00
09-Aug-23	2219	Brookfield Contracting & Farming	Feast compound	4,086.30	817.26	4,903.56
28-Jul-23	9995825	Chubb Fire & Security Limited	Fire extinguisher Service MH	89.20	17.84	107.04
31-Jul-23	77013530	Dardan Security	Security Patrols	387.17	77.43	464.60
01-Aug-23	1667895	Direct365	Hygiene Bins	894.66	178.93	1,073.59
28-Jul-23	INV-1065	Dor-2-Dor	Annual Report Delivery	312.00	62.40	374.40
13-Jul-23	10	Eon Next	Final bill for Gas MH	316.42	15.82	332.24
03-Aug-23	423713	Ken Booth	Cleaning Materials	208.94	41.79	250.73
31-Jul-23	179213	Latta Hire Limited	Portaloos hire	100.80	20.16	120.96
23-Aug-23	18193	Microshade VSM	Monthly Hosting	199.56	39.91	239.47
03-Aug-23	IN07923247	Npower	Streetlights July 23	13.08	0.65	13.73
07-Aug-23	9155 ALL765	Travis Perkins	Maintenance Equipment	109.63	8.47	118.10
				30,273.56	5,903.63	36,177.19
Payments made 18th August 2023						
		Various Refunds of Deposit		150.00	0.00	150.00
10-Aug-23	4590	Alfresco Hire Ltd	Deposit for Gala	102.35	20.47	122.82
14-Aug-23	334865	Briar Security	Fire Alarm Service Pavilion	330.00	66.00	396.00
14-Aug-23	334866	Briar Security	Intruder Alarm Service Pavilion	841.86	168.37	1,010.23
08-Aug-23	4107	CAPALC	Chairman Training - Cllr Neil	50.00	0.00	50.00
15-Aug-23	4230	CAPALC	Project Management	40.00	0.00	40.00
11-Aug-23	31495	xlpress	Annual Report Printing	356.00	0.00	356.00
			Staffing Costs August 2023*	9,861.40	0.00	9,861.40
				11,731.61	254.84	11,986.45
			Total	44,162.04	6,226.24	48,731.76

* inc Tax figures for July too