

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 28th September 2015 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), M.Sherwen, M.Linnette, J.Norman, U.Cleminson, A.Mulcock, K.Crosby, C Stead, R.Gatward, I Bloomfield and V.Barrett

In attendance: The Clerk, Susan van de Ven, County Councillor, Stuart Cook, Chairman of the Hub Management Company and 1 member of the public

PC68/15 Apologies for absence:

Cllrs Hales and Regan for personal reasons. Cllr Baker for health reasons.

PC69/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllrs Tulloch, Crosby, Bloomfield for PC75/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company.

PC70/15 Minutes of the meeting held on 24th August, 2015:

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR LINNETTE THAT THE MINUTES OF 24TH AUGUST 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC71/15 To report on the last meeting 24th August 2015

The Clerk reported on the following items:-

1. *PC60/15: Due to Cllrs Bloomfield and Gatward absent from the meeting there was a shortage of councillors to sign cheques. The Assistant Clerk confirmed she would ask Cllr Gatward to sign the cheques separately after the meeting closed.*

Cllr Sherwen suggested another Cllr put themselves forward to act as a Cheque Signature. Cllr Norman accepted this position. ACTION: THE CLERK TO ARRANGE FOR CLLR NORMAN TO BECOME A CHEQUE SIGNATURE. This has still not been done.

2. *PC61/15: Cllr Mulcock suggest Ian Dewar is contacted to confirm is there any procedure by NALC for this. ACTION: THE CLERK TO CONTACT IAN DEWER.* This has not yet been done.

3. *Stuart Cook confirmed the running costs of the computers and phone lines seem very high. ACTION: STUART COOK & THE CLERK TO INVESTIGATE.* The Management Company pays the broadband and telephone bills. This is taken into account by the amount of money the Parish Council pays in rent.

4. *To consider signs for Rose Lane and Dolphin Lane.* This is under investigation.
5. *The Clerk to send thank you letter to Helen Powell.* This has been written and sent.

6. *To ask MPC contractor to repair the damaged wall.* This has been repaired.

ACTION: The Clerk

**PC72/15 To receive a report from County Councillor Susan van de Ven
Melbourn Parish Council, September 2015, County Councillor Report**

Cuts: I'm very sorry to say that the overall financial situation of the council is getting even worse and there is no relief in sight from central government. We must make 40% cuts over the coming five years. The council has consistently raised council tax to the maximum threshold permitted by central government, but costs arising from factors such as significantly declining government revenue support grant (which makes up a very large proportion of the council's expenditure) and an aging local population, which by definition demands an ever growing need for specialist services, means that it is impossible to make ends meet. Population growth in the greater Cambridge area, where unemployment is very low, triggers certain central government support, but this is limited and one-off capital funding cannot run public services.

The complaints I have received about lack of action to fill potholes and tend to drains (and even the failure to respond to faults logged on the County website system) reflect the fact that we are very short-staffed.

Health and social care budgets: This recently published article in the Guardian offers a very good synopsis of health and social care pressures in Cambridgeshire.

<http://www.theguardian.com/society/2015/sep/02/how-care-crisis-making-old-age-nightmare>

Community Transport and subsidized transport: I am chairing a small group that is being asked for a steer on budget cuts for community transport and bus subsidies, even though the bus subsidy transitions have not been completed, and even though we lack ridership data for those which have been launched. Community transport is an important component in providing transport to health appointments and we are working hard with Royston and District Community Transport to make the case. On a slightly more positive note, there could be some potential for collaboration with the Clinical Commissioning Group's imminent retendering of the Non-emergency Patient Transport Services contract, which is currently out for consultation. Please could the parish council respond? A public consultation event will take place next Tuesday in Royston at the Old Bull, 11-12.

<http://www.cambridgeshireandpeterboroughccg.nhs.uk/downloads/CCG/Have%20your%20say/NEPTS%20Consultation%20document%20-%20WEB.pdf>

A10 Foxton–Harston cycle path: Work has started and will take about 20 working weeks. Funding comes from the Dept for Transport (not the Council). This is the first phase of the overall project; the other big phase will be work on the route through Harston itself. The fact that mental health and cycle paths are being funded reflects a rise in mental ill-health, and also the obesity crisis, which has the power to further deplete the public purse. Please see this outstanding Cambridgeshire Public Health report on Health and Transport: <http://www.cambridgeshireinsight.org.uk/JSNA/Transport-and-Health-2014/15>.

Cllr Stead expressed his annoyance at the traffic delays this was causing. This was supported by Cllr Gatward who complained about the time taken to get to Addenbrookes.

Bike Bank – funding has been secured for another round of the Bike Bank bicycle maintenance course, to be offered free of charge to Melbourn area young people who will attain employable skills. The thought is to target slightly older teens, so recruitment will also take place at Cambridge Regional College, Long Road and Hills Road Sixth Forms, in addition to MVC. Outspoken, the deliverer, will run recruitment. MAYD is asked to receive the funding from the Department for Transport and issue the payment to Outspoken on completion of the course. Also as a result of the Dept for Transport 'Local Sustainable Transport Fund' grant, a free Dr Bike session will take place at the Melbourn Hub on 17 Oct, 1-4.

Skanska and High Street survey: Unfortunately in spite of multiple calls to Skanska by Cllr Hales and myself, Skanska has not come back on the High Street survey, discussed last month.

Norgetts Lane, Water Lane, one-way systems: I understand that the parish council will be discussing

street line painting tonight; would it please include a plea for refreshed line painting for these two roads where the one-way system is being ignored – thank you.

Rail User Group and Melbourn access to Meldreth Station: Thanks to Cllr Barrett and Cllr Hales for taking the time to attend the Rail User Group meeting earlier this month. The long-term goal of improving access to the London-bound platform has not been successful; to have a chance at rail industry funding of a ramp, the right of way public path over private land needs upgrading and this requires landowner consent and also a positive push from Meldreth Parish Council.

On a positive note, contactless ticketing will be available on both platforms within a few months and this will improve accessibility.

Meldreth Station gardening takes place the morning of October 7 and any donations of plants, or helping hands, would be welcome.

Orchard Gate: I've been contacted again by residents asking if anything can be done about the poor state of the pavement and road surfaces, which make it difficult for people confined to wheelchairs and mobility scooters to get about confidently. There has been some patching done but essentially not much has changed. Unfortunately Orchard Gate is not exceptional and I've not been able to get it onto the list for capital repairs.

A related idea concerning improvements for the sake of mobility of those less who are less agile, was raised by a resident of Maple Way who says that in his mobility scooter heading to the village centre, the segment between Orchard Gate and New Road could use a pair of dropped kerbs to enable mobility scooters to continue off-road. Car parking in that stretch means that pulling safely into the road is not possible. Is this something that the parish council would consider, perhaps through Local Highways Improvement grants?

This matter will be referred to the Highways Committee which will consider applying for a local Highways Improvement Grant.

Practical Solutions Group (PSG) meets tomorrow – are there any issues the Parish Council would like raised? We will be looking to support the next Celebrating Ages tea, and various activities around Melbourn Area Youth Development.

Hub Public Services for all: I wondered if and when the Melbourn Hub might be considering making a request for funding contributions from neighbouring parishes to help cover the cost of hosting public services at the Hub?

The Clerk and Stuart Cook to write to the surrounding parishes asking them to consider making a contribution to the Community Hub for services which are provided in the Hub which are used by residents of the surrounding villages.

ACTION: The Clerk and Stuart Cook

PC73/15 To receive the Financial Report dated 31st August, 2015 (See Appendix 1)
IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR NORMAN
THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.

PC74/15 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments and agree the amount to be transferred from the Business 'No Notice' Account. (See Appendix 2)
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR CROSBY THAT

THE EXPENDITURE AND TRANSFER OF £25,000 BE APPROVED. THIS WAS CARRIED.

PC75/15 To receive a report from Melbourn Community Hub. (See Appendix 3)

The Report was received by the council.

Stuart Cook reported that the new Centre Manager had settled in and was making a difference.

The VAT Report from the Finance Director will be considered by a small Working Party.

PC76/15 To receive an update from the Melbourn Futures Committee

Cllr Norman reported the loss of two members of the Steering Group which means that the amount of work is exceedingly great. There will be a meeting on Wednesday to try to get more people involved.

The appeal on the 199 houses is going ahead. The next Melbourn Futures Committee meeting will be held on 8th October at 10.00 a.m. in the Hub at which Philip Kratz will be present to talk about the appeal.

PC77/15 National Poetry Day & Wild Flowers: request for a donation

[At this point, being 7.55 p.m., Standing Orders were suspended to allow the member of the public present to speak on this matter. See Addendum].

IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR NORMAN THAT MELBOURN PARISH COUNCIL WILL DONATE £500 TO THE NATIONAL POETRY DAY AND WILD FLOWERS. THIS WAS CARRIED.

[At this point, being 8.01 p.m. Standing orders were resumed].

PC78/15 Hearing Help: request for a donation.

IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR GATWARD THAT MELBOURN PARISH COUNCIL WILL DONATE £300 TO HEARING HELP FOR THIS YEAR. THIS WAS CARRIED.

This matter will be included in the letter the Clerk will write to other councils asking for financial support for shared services.

ACTION: The Clerk

PC79/15 Melbourn Library: request for donation.

IT WAS PROPOSED BY CLLR BARRETT AND SECONDED BY CLLR STEAD THAT MELBOURN PARISH COUNCIL WILL DONATE £500 TO MELBOURN LIBRARY. THIS WAS CARRIED BY 10 VOTES TO 2.

The Library is to be requested to account for the way in which the money is to be spent.

ACTION: The Clerk

PC80/15 Noah the Donkey: request for a donation.

IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR CROSBY THAT MELBOURN PARISH COUNCIL DONATE A SUM OF MONEY FOR THIS PURPOSE. THIS WAS DEFEATED BY 9 VOTES TO 3.

ACTION: The Clerk

PC81/15 To consider a street name for 11 dwellings on The Moor.

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR GATWARD THAT THE STREET SHOULD BE CALLED ‘COOK’S GARDEN’ AFTER THE OWNER OF THE ORIGINAL HOUSE AND GARDEN. THIS WAS CARRIED.

ACTION: The Clerk

- PC82/15 To consider the painting of white lines and imposing a 20 m.p.h. on the High Street.**
Consideration of this matter will await the Traffic Survey to be carried out by Skanska.
- PC83/15 To receive the renewal figure from Came & Company. To consider the renewal of the agreement.**
IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR SHERWEN THAT MELBOURN PARISH COUNCIL WILL RENEW THE AGREEMENT FOR ANOTHER 3 YEARS. THIS WAS CARRIED BY 11 VOTES TO 1.
ACTION: The Clerk
- PC84/15 To receive details of the Beechwood Residents' Association transfer to the Parish Council.**
MD Landscapes will be asked to cut the grass in the designated areas and this will be added to the contract in the future. The trees will be examined. The contract to be placed on the next agenda for Conservation.
The council will ask for the return of the mower.
ACTION: The Clerk
- PC85/15 To consider policies from the Assistant Clerk for approval by the Parish Council**
The council considered policies on: Freedom of Information; Equality; Green Policy; Data Protection and Information Security; Equal Opportunities; Lone Working; Health & Safety.
IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR CROSBY THAT ALL THESE POLICIES BE ADOPTED. THIS WAS CARRIED.
- PC86/15 To consider quotes for repairs to The Moor Play Area.**
These have not been received. This matter will be referred to the next meeting of the Play Areas & Recreation Committee.
- PC87/15 To consider SCDC's proposed changes to the Planning System.**
Concern was expressed about the possible impact of the proposals on the role of the parish council in planning matters.
Cllr Sherwen to attend the meeting on 14th October at SCDC when the proposed will be explained and discussed.
ACTION: Cllr Sherwen
- PC88/15 Planning application for the Variation of Condition 2 (Approved Plans) of Planning Consent S/1898/14/FL for Solar Farm and associated development at Muncey's Farm, London Way, Melbourn SG8 6DJ S/2243/14/FL.**
This was recommended for approval without comment.
- PC89/15 To receive an update about the car park**
Cllr Linnette reported that the contractors have had to dig deeper footings for the workshop.
The footpath to Beeton Close is now open again.
There are problems about levels near the Primary School gate. These are to be investigated. It was emphasised that the contract had been signed and that it was up to the contractor to meet the cost. The Clerk has already informed Sweetts that the parish council cannot meet any additional costs and such costs should be met by the Contingency Fund.
- PC90/15 Correspondence**
(a) E-mail from Jessica Gittoes (Lightsource) re: Community Benefit & Fowlmere RSBP Nature Reserve. The Clerk will research this matter further with

- Lightsource. At the present time the council is inclined to reject the suggestion.
- (b) Letter regarding dog fouling: The Clerk to contact SCDC about possible ways of combatting this problem.

ACTION: The Clerk

PC91/15 To receive any comments or questions on the following meetings: Planning 1st & 14th September; Highways 7th September; Play Areas 7th September.

No comments or questions.

PC92/15 To accept notices and matters for the next agenda

1. To consider moving back to ASCH for Full Parish Council meetings.
2. To consider quotes for The Moor Play Area.
3. Dog Fouling.
4. Quotation for the fence in the car park.

The Chairman closed the meeting at 9:29 p.m.

ADDENDUM

Elizabeth Williams talked about the National Poetry Day and the Wildflower Meadows with regard to the request for a donation.

APPENDIX 1

Financial Summary - Cashbook

Summary between 01/08/15 and 01/09/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50

Loan Received Accounts

Public Works Loan Board loan	-£646,451.06
Total	-£285,724.13

Balances at start of period

Ordinary Accounts

Business Account	£60,139.56
Current Account	£32,969.58
Martin's Charity	£221.48
MAYD	£50,161.20
Melbourn Community Hub	£84,970.40
Petty Cash	£51.91
S.106	£150,656.97
Sinking Fund	£1,934.50

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
Total	-£263,510.48

RECEIPTS	Net	Vat	Gross
Conservation	£1,594.69	£0.00	£1,594.69

Cemeteries	£185.00	£0.00	£185.00
Play & Rec	£6,155.00	£0.00	£6,155.00
F&GP	£11,437.40	£0.00	£11,437.40
Total Receipts	£19,372.09	£0.00	£19,372.09
PAYMENTS	Net	Vat	Gross
Conservation	£2,143.34	£422.67	£2,566.01
Cemeteries	£2,666.26	£503.76	£3,170.02
Play & Rec	£15,640.01	£264.73	£15,904.74
F&GP	£4,808.82	£649.74	£5,458.56
Planning	£3,426.46	£477.29	£3,903.75
Total Payments	£28,684.89	£2,318.19	£31,003.08

Closing Balances

Ordinary Accounts

Business Account	£131,508.24
Current Account	£20,598.40
Martin's Charity	£221.48
MAYD	£8,997.20
Melbourn Community Hub	£84,970.40
Petty Cash	£21.92
S.106	£113,156.97
Sinking Fund	£10,000.00

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
Total	-£275,141.47

APPENDIX 2

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
287	104341	£200.00	£0.00	£200.00	01/09/15	T.Miles - Burial of Saxon Remains	£200.00
302	104342	£10.00	£0.00	£10.00	07/09/15	CAPS - Deduction from wages	£10.00
322	104343	£224.54	£37.42	£187.12	21/09/15	St George's Allotment Assoc - Skip payment	£224.54
333	104344	£247.20	£41.20	£206.00	28/09/15	J.k.h. Drainage Units Ltd - Slabs for NRC	£247.20
244	104346	£180.00	£0.00	£180.00	03/08/15	Beactive Melbourn Ltd - payment for hire of pavilion for the youth club	£180.00
289	BACS	£16.00	£0.00	£16.00	01/09/15	Barbara MacKellar - 83, High Street	£16.00
296	BACS	£826.80	£137.80	£689.00	02/09/15	Birketts - Transfer of land from Beechwood Avenue	£826.80
326	BACS	£260.00	£0.00	£260.00	21/09/15	Michelle Cooper - Accounts for August	£260.00
304	BACS	£317.72	£0.00	£317.72	07/09/15	Tim Stebbings - Litter picking: July, August and September	£317.72
303	BACS	£3,435.60	£572.60	£2,863.00	07/09/15	Sweett (UK) Ltd - Contract administration services	
324	BACS	£20,583.18	£0.00	£20,583.18	21/09/15	Sweett (UK) Ltd - Interim payment on the car park	£24,018.78

297	BACS	£191.10	£0.00	£191.10	02/09/15	Melbourn Community Hub Management Group - FIT tariff payment	£191.10
330	BACS	£978.00	£163.00	£815.00	28/09/15	The Hertfordshire Groundwork Trust - Extra occasional worker for the youth club	£978.00
285	BACS	£115.20	£19.20	£96.00	01/09/15	Town House Publishing Ltd - Article on the car park in the Listing	£115.20
288	BACS	£480.00	£80.00	£400.00	01/09/15	South Cambs District Council - Business Control Inspection Fee	£480.00
310	BACS					£39.00 £6.50 £32.50 14/09/15 Wrights Mower	
Centre -						£39.00 Pair of loppers	
314	BACS	£74.40	£12.40	£62.00	14/09/15	P J Robinson - Lighting in pavilion	£74.40
329	BACS	£87.00	£14.50	£72.50	28/09/15	Briar Security Systems - Reset alarm system at the pavilion	£87.00
307	BACS	£12.50	£0.00	£12.50	08/09/15	Les Sullivan - Domain name renewal	£12.50
174	BACS	£480.00	£80.00	£400.00	29/06/15	Herts And Cambs Ground Maintenance Limited - Cutting Clear Crescent Play Area hedges	
290	BACS	£486.00	£81.00	£405.00	01/09/15	Herts And Cambs Ground Maintenance Limited - Watering New Road & Worcester Way	
291	BACS	£456.00	£76.00	£380.00	01/09/15	Herts And Cambs Ground Maintenance Limited - Perimeter of ORG and remove debris	
292	BACS	£96.00	£16.00	£80.00	01/09/15	Herts And Cambs Ground Maintenance Limited - Re-fit seat at chess table	
293	BACS	£1,400.40	£233.40	£1,167.00	01/09/15	Herts And Cambs Ground Maintenance Limited - Cemetery maintenance contract	
294	BACS	£256.01	£42.67	£213.34	01/09/15	Herts And Cambs Ground Maintenance Limited - S106 contract	
305	BACS	£180.00	£30.00	£150.00	07/09/15	Herts And Cambs Ground Maintenance Limited - Cut of Recreation Ground and ORG	
311	BACS	£180.00	£30.00	£150.00	14/09/15	Herts And Cambs Ground Maintenance Limited - Pitch marking	
312	BACS	£216.00	£36.00	£180.00	14/09/15	Herts And Cambs Ground Maintenance Limited - Cut back overgrown footpath from Station Road to Vicarage Close	
313	BACS	£180.00	£30.00	£150.00	14/09/15	Herts And Cambs Ground Maintenance Limited - Cutting of both recreation grounds	
331	BACS	£72.00	£12.00	£60.00	28/09/15	Herts And Cambs Ground Maintenance Limited - Flail overgrown areas	
332	BACS	£180.00	£30.00	£150.00	28/09/15	Herts And Cambs Ground Maintenance Limited - 1 cut of NRG & ORG	£4,182.41
309	BACS	£8,012.87	£0.00	£8,012.87	14/09/15	Came and Company - Insurance premium	£8,012.87

286	Direct Debit	£8.54	£0.00	£8.54	01/09/15	Tesco Mobile - Mobile bill	£8.54
298	Direct Debit	£25.04	£1.19	£23.85	07/09/15	e.On - Elec charges for pavilion	
299	Direct Debit	£7.62	£0.36	£7.26	07/09/15	e.On - Elec charges for ORC	
300	Direct Debit	£12.06	£0.57	£11.49	07/09/15	e.On - Elec charges for Adj Sports Social Club	
301	Direct Debit	£7.62	£0.36	£7.26	07/09/15	e.On - Elec charges for ORG	£52.34
284	p.302	£15.01	£0.00	£15.01	01/09/15	K. Rudge - Diesel for van	£15.01
295	p.303	£19.44	£0.00	£19.44	01/09/15	Sarah Adam - stamps	£19.44
308	p.304	£10.00	£0.00	£10.00	09/09/15	Peter Horley - MBA meeting	£10.00
327	p.305	£15.00	£0.00	£15.00	22/09/15	K. Rudge - Diesel for van	£15.00
342	p.308	£3.97	£0.00	£3.97	28/09/15	K. Rudge - Grass seeds	£3.97
328	Visa	£31.80	£5.30	£26.50	22/09/15	Bluejet Limited - OS map for the car park	£31.80
238	Visa	£63.96	£10.66	£53.30	03/08/15	Staples Uk Limited - Laminator and pouches	£63.96

334 – 341 Wages, salaries, Tax & NI £5899.82.

Total	£46,593.40	£1,800.13	£44,793.27
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