

## **MELBOURN PARISH COUNCIL MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 24<sup>th</sup> August 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, J.Regan, C Stead, and V.Barrett**

**In attendance: Assistant Clerk, Susan van de Ven, County Councillor and 3 members of the public**

**PC54/15 Apologies for absence:**

Cllr R.Gatward due to ill health. Cllr I Bloomfield for personal reasons. Cllr Baker has requested four months leave of absence due to ill health and this was granted.

**PC55/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

Cllrs Tulloch, Crosby for PC61/15 as they are Directors of the Hub Management Company. Non-pecuniary interest.

**PC56/15 Minutes of the meeting held on 27th July, 2015:**

**IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR SHERWEN THAT THE MINUTES OF 27TH JULY 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC57/15 To report on the last meeting 27<sup>th</sup> July 2015**

The Assistant Clerk confirmed there was nothing to report from The Clerk.

**PC58/15 To receive a report from County Councillor Susan van de Ven**

**August 2015**

**Recent household flooding**

I have received reports that sadly, storms commencing July 16-17<sup>th</sup> brought renewed household flooding to a number of properties. The County Council which deals with surface water drainage of the public highway needs to be made aware of instances of flooding if pressure is to be brought to bear for drain inspection and remedial work – so please do report instances of flooding by logging a report at

[http://www.cambridgeshire.gov.uk/info/20081/roads\\_and\\_pathways/10/roadworks\\_and\\_faults](http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/10/roadworks_and_faults). That said, I am painfully fully aware that some residents have taken the trouble to report

highways faults and have had no response. Please do let me know if you have experienced this.

I've had confirmation from Highways that their drain maintenance work in Melbourn High Street (over and above normal maintenance) continues as usual, though residents have complained that the camber of the road surface is unhelpful and I am following this up with Highways

### **Bus Stop re-siting in the High Street**

As you know, Highways have agreed to re-site the bus stop in the High Street to just south of Water Lane, which it agreed would ease pressure on the narrow point in the road close to the Dolphin Pub where the bus stop is now. However, I was asked to wait pending the Parish Council's review of High Street traffic. Residents have asked me for an update on when we can give Highways the go-ahead to move the bus stop.

**ACTION: CLLR HALES TO PRODUCE REPORT FROM PARISH COUNCIL REVIEW OF HIGH STREET TRAFFIC. SKANSKA HAS SENT MELBOURN PARISH COUNCIL THEIR REQUIREMENT DOCUMENTS. ACTION: HIGHWAYS COMMITTEE TO CONTACT SKANSKA TO CHASE FOR THEIR COSTING.**

### **One-way traffic rules**

I've had multiple complaints of drivers ignoring one-way traffic systems at Water Lane and Norgetts Lane. This has been followed up with the Police who unfortunately can't do anything in the way of introducing new signage – that would be a matter to be financially supported by the Parish Council, coordinating with Highways, which I'm happy to do of course.

**ACTION: HIGHWAYS COMMITTEE TO DISCUSS AT THE NEXT MEETING RE: PAYING FOR NEW SIGNAGE FOR CYCLISTS AND VEHICLES.**

### **Traffic in the Moor**

I've had renewed complaints of speeding traffic in the Moor, complicated by construction vehicles parked in the road near the new development. I'm not sure what can be done but promised I would bring this up tonight.

**ACTION: THE CLERK TO WRITE A LETTER TO THE DEVELOPERS. ACTION: HIGHWAYS COMMITTEE TO DISCUSS AT THE NEXT MEETING LOWERING THE DRIVING SPEED AT THE MOOR AND LITTLE LANE TO 20MPH.**

### **Mind in Cambridgeshire at the Hub**

The first full day of Mind in Cambridgeshire's Melbourn Hub public mental health service took place at the end of July, and the next service is due August 27<sup>th</sup>. Dates for the autumn are September 25<sup>th</sup>, October 30<sup>th</sup>, November 26<sup>th</sup> and December 18<sup>th</sup>, all between 9:30-4:00.

These one-on-one sessions last one hour and are intended to provide practical advice and signposting to more specialist support if necessary. All sessions are free of charge and appointments can be booked at via the self-referral form at [www.mindincambs.org.uk](http://www.mindincambs.org.uk).

### **Meldreth, Shepreth and Foxton Rail User Group**

The group meets next on 17<sup>th</sup> September, 7:00 for 7:30, at Shepreth Village Hall. We will have updates on the situation at Foxton Level Crossing where the pedestrian gates have been out of action for coming up to six months.

**EMAIL ADDRESS:** from Sept 1<sup>st</sup> I am switching my email address to [susanvandeven5@gmail.com](mailto:susanvandeven5@gmail.com).

**PC59/15 To receive the Financial Report dated 31st July, 2015 (SEE APPENDIX 1). ACTION: The Clerk to check the amount in the MAYD/S106/Sinking Fund. IT WAS PROPOSED BY CLLR BARRETT AND SECONDED BY CLLR LINNETTE THAT AS THE FIGURES APPEAR TO BE INCORRECT THE FINANCIAL REPORT DATED 31<sup>ST</sup> JULY 2015 WAS NOT ACCEPTED. THIS IS TO BE CORRECT BY THE NEXT FULL PARISH COUNCIL MEETING. This was carried.**

**PC60/15 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 payment and agree the amount(s) to be transferred from the Business 'No Notice' Account. (See Appendix 2)**  
Transaction Number: 257: Melbourn Community Hub Management Group Room Hire + Refreshments. **ACTION: THE CLERK TO ENTER METING NAME/COMMITTEE ONTO THE EDGE SYSTEM TO MAKE IT EASIER TO READ.**

**IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR STEAD THAT THE EXPENDITURE BE ACCEPTED AND THE TRANSFER APPROVED. This was CARRIED. The Assistant Clerk recommended the transfer of £20,000 from the Business No Notice Account to the Current Account. This was approved.**

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.**

**PC61/15 To receive a report from Melbourn Community Hub.**  
*[At this point, the Chair was vacated by Cllr Tulloch and taken by Cllr Townsend]*

Cllr Barrett commented that at the bottom of page 15 of the report the deficit and accumulated deficit rows gave no total figure. **ACTION: CLLR TULLOCH CONFIRMED AN ERROR HAD BEEN MADE AND THAT THE FIGURES IN BOTH ROWS WOULD BE MOVED ONE PLACE OVER TO THE RIGHT.**

Cllr Mulcock commented that since March 2015 the income and expenditure accounts have made a significant improvement.

Cllr Norman asked the question, “Do we have the definitive version of the accounts? Jonathan Berks confirmed this was correct. Cllr Norman commented that at the last Parish Council meeting it was proposed that the accounts be separated out to show rooms bookings that come in from the Parish Council, Commercial and Community bookings. **ACTION: JONATHAN BERKS. JONATHAN BERKS CONFIRMED THE PARISH COUNCIL ROOM HIRE IS ROUGHLY £1000 A MONTH.**

Cllr Regan raised the issue that at the last Parish Council Meeting there was a disagreement between the Finance Director and the former Bookkeeper relating to the financial report and has this issue been resolved?

Jonathan Berks confirmed the former Bookkeeper was sent a revised version of the financial report. Mr Berks read out an email from the former Bookkeeper stating that she accepted the new version of the report and thanked him for this.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR STEAD THAT THIS ITEM BE CONSIDERED IN CAMERA DUE TO COMMERCIAL SENSITIVITY. THIS WAS CARRIED.**

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR REGAN THAT THE COMMITTEE COMES OUT OF CAMERA. THIS WAS CARRIED**

Cllr Norman asked the question should The Hub be a profitable business as that was not Melbourn Parish Council’s original intention.

Cllr Crosby confirmed The Hub is trying to cover the running costs and need the commercial side of the business to break even and are not trying to maximize profit.

Cllr Mulcock stated not all the Hub Sub Committee Minutes were on the website. **ACTION: THE CLERK.**

County Cllr van de Ven commented The Hub interests many people and provides many public services to the community.

Jonathan Berks explained the ruling on tax on commercial buildings. **ACTION: J BERKS TO PROVIDE AN ANALYSIS IN WRITING FROM THE**

## **MANAGEMENT GROUP TO FULL PARISH COUNCIL.**

Stuart Cook confirmed the running costs of the computers and phone lines seem very high. **ACTION: STUART COOK & THE CLERK TO INVESTIGATE.**

Jonathan Berks confirmed he would like a copy of the initial purpose of The Hub and floor space details. **ACTION: THE CLERK.**

Jonathan Berks to provide a Monthly Management Report Account to the Parish Council. **ACTION: JONATHAN BERKS**

**IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR SHERWEN THAT THE MELBOURN COMMUNITY HUB MANAGEMENT GROUP FINANCIAL REPORT WAS ACCEPTED WITH THE PROVISION OF ANSWERS TO SOME QUESTIONS. THIS WAS CARRIED.**

*[At this point, the Chair was vacated by Cllr Townsend and taken by Cllr Tulloch]*

### **PC62/15 To receive an update from the Melbourn Futures Committee**

Cllr Norman introduced Steve Kilmurray, Treasurer of the Neighbourhood Plan Steering group.

(At this point standings orders were suspended). 8.45pm

Cllr Norman reported the Steering Group for the Neighbourhood Plan had been appointed and the proposed Neighbourhood Area. Consultation will cover the following:

- Local business
- Local organisations/schools/doctors etc
- Owners of land
- In addition to the article in Melbourn Magazine.

Cllr Norman said that the Steering Group had identified the need for a document explaining the responsibilities of the Parish Council. It was agreed that the Melbourn Futures Committee will prepare a draft and present this to the Parish Council in due course.

The NPSG confirmed they are in the process of applying for a grant, but until this is in place, requested a sum of money from the Parish Council to help contribute towards sundries. Cllr Tulloch proposed £2000.

**IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY ASSISTANT CLERK THAT £2000 BE AVAILABLE TO THE NEIGHBOURHOOD PLAN STEERING GROUP. THIS WAS CARRIED.**

(At this point standings orders were reinstated). 8.57pm

**PC/63/15 To receive an update about the car park**

Cllr Linnette confirmed the Car Park contract was signed on 14<sup>th</sup> August 2015 and the area has now been fenced off.

There has been a number of complaints from nearby residents about the temporary location of the kebab van.

An article has been written to be published in the Royston Crow. **ACTION: THE CLERK TO SEND TO THE CROW**

Cllr Linnette confirmed we are on schedule with timescales and there has been no extra costing apart from a meeting held last Friday. The Car Park is scheduled to be completed before Remembrance Parade.

**PC/64/15 To consider signs for Rose Lane and Dolphin Lane**

A resident raised the question is it possible to make the access signs located at the junction of Rose Lane/High Street be more prominent. It was felt drivers were finding the sign too high to read and concentrating more on parked cars at the particular junction. **ACTION: HIGHWAYS COMMITTEE/THE CLERK TO CONTACT CAMBRIDGE COUNTY HIGHWAYS.**

The bad condition of Dolphin Lane sign at the junction of Station Road was discussed. County Councillor van de Ven confirmed Cambridge County Highways usually replaces damaged signs. **ACTION: HIGHWAY COMMITTEE TO CONTACT CAMBRIDGE COUNTY COUNCIL**

Other signs discussed were the need for pedestrian signs on the bank of Rose Lane/Dolphin Lane, junction of Rose Lane/High Street and both ends of Dolphin Lane. Speed signs at both ends Rose Lane. County Cllr Susan van de Ven confirmed at present Cambridge County Council do not have the budget for issuing new signs, however if the Parish Council wish to purchase signs this is acceptable. Cllr Stead commented that in the recent traffic survey it would show which signs are required. **ACTION: C STEAD TO SPEAK TO CLLR HALES RE: TRAFFIC SURVEY. ACTION: HIGHWAYS COMMITTEE TO DISCUSS.**

**PC65/15 Correspondence**

- (a) E-mail from John Travis re: Melbourn Gardening Club. The Chair thanked Helen Powell from Melbourn Gardening Club for making a donation for the flowers in the tubs on The Cross. Councillors were very grateful for this. **ACTION: THE CLERK TO SEND THANK YOU LETTER TO HELEN POWELL.**
- (b) Letter from SCDC re: consultation on moving to all-out elections. A document was shown to councillors and The Chair confirmed the

deadline for responding to this is Friday 18 September 2015.

- (c) Any correspondence received up to the time of the meeting: An email had been received from All Saints Church Hall Secretary about vandalism to the coping stone on the church yard wall and had been reported to the police. **ACTION: THE CLERK TO CONTACT THE POLICE TO GIVE MORE DETAILS OF THE CRIME. THE CLERK: TO ASK MPC CONTRACTOR TO REPAIR THE DAMAGED WALL.**

**PC66/15 To receive any comments or questions on the following meetings: Planning 6<sup>th</sup> July; F&G 29<sup>th</sup> June; Highways 13<sup>th</sup> July; Play Areas 13<sup>th</sup> July.**

Cllr Norman confirmed Endurance Estates have now made an appeal against 199 Houses at New Road, Melbourn. Melbourn Futures Committee will now prepare for a public enquiry.

**PC67/15 To accept notices and matters for the next agenda**

1. Melbourn Futures Committee to prepare a budget for the appeal from Endurance Estates – 199 Houses, New Road Melbourn.
2. “Noah” The All Saints Church Donkey.

**The Chairman closed the meeting at 9:31p.m.**

APPENDIX 1

## Financial Summary - Cashbook

Summary between 01/07/15 and 31/07/15 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	£103,199.84
Current Account	£35,882.15
Martin's Charity	£221.48
MAYD	£50,161.20
Melbourn Community Hub	£84,970.40
Petty Cash	£32.92
S.106	£150,656.97
Sinking Fund	£1,940.00

**Loan Received Accounts**

Public Works Loan Board loan	-£644,616.08
Total	-£217,551.12

RECEIPTS	Net	Vat	Gross
Cemeteries	£780.00	£0.00	£780.00
Play & Rec	£1,155.00	£0.00	£1,155.00
F&GP	£4.72	£0.00	£4.72
Total Receipts	£1,939.72	£0.00	£1,939.72
PAYMENTS	Net	Vat	Gross
Conservation	£1,214.16	£195.50	£1,409.66
Cemeteries	£3,065.46	£599.23	£3,664.69
Play & Rec	£922.19	£25.63	£947.82
F&GP	£39,089.40	£1,059.61	£40,149.01
Planning	£1,029.92	£97.98	£1,127.90
Highways	£600.00	£0.00	£600.00
Total Payments	£45,921.13	£1,977.95	£47,899.08

Closing Balances

**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

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
253	104337	£10.00	£0.00	£10.00	10/08/15	CAPS - Deduction from wages	£10.00
256	104338	£228.74	£38.12	£190.62	10/08/15	Speedy Asset Services Ltd - Removal of fencing on car park	£228.74
246	BACS	£30.00	£0.00	£30.00	04/08/15	Barbara MacKellar - 83, High Street	£30.00
273	BACS	£200.00	£0.00	£200.00	17/08/15	Michelle Cooper - Accounts	£200.00
258	BACS	£1,500.00	£0.00	£1,500.00	10/08/15	Relate Cambridge - Donation	£1,500.00
232	BACS	£2,340.00	£390.00	£1,950.00	03/08/15	Sweett (UK) Ltd - Contract	£2,340.00

							administrator services	
257	BACS	£260.41		£0.00	£260.41	10/08/15	Melbourn Community Hub Management Group - Room hire + refreshments	£260.41
244	BACS	£180.00		£0.00	£180.00	03/08/15	Beactive Melbourn Ltd - payment for hire of pavilion for the youth club	£180.00
243	BACS	£1,800.00		£300.00	£1,500.00	03/08/15	Withers Thomas - negotiations for lease on Little Hands Nursery School	£1,800.00
233	BACS	£1,206.00		£201.00	£1,005.00	03/08/15	The Hertfordshire Groundwork Trust - Summer provision for youth club 242 BACS £368.40£61.40 £307.00 03/08/15 Wicksteed £368.40 equipment in Clear Cres Play Area	£1,206.00
Leisure - fixing								
275	BACS	£6,500.00		£0.00	£6,500.00	19/08/15	Melbourn Mobile Warden Scheme - Donation for 2015 -16	£6,500.00
252	BACS	£205.01		£34.17	£170.84	10/08/15	Archant Anglia - Advert re car park	£205.01
254	BACS	£42.00	£7.00	£35.00		10/08/15	Unlimited Logos - Change £42.00 dates on signs	
276	BACS	£500.00		£0.00	£500.00	19/08/15	Shire Tree Surgery - Cutting back tress and hedges in the car park	
277	BACS	£80.00		£0.00	£80.00	19/08/15	Shire Tree Surgery - Crown lift of Horse Chestnut in All Saints' Churchyard	£580.00
234	BACS	£648.00		£108.00	£540.00	03/08/15	MD Landscapes - Work carried out in April: inners and verges	
235	BACS	£336.00		£56.00	£280.00	03/08/15	MD Landscapes - Work carried out in May: inners	
236	BACS	£648.00		£108.00	£540.00	03/08/15	MD Landscapes - Work carried out in June: inners and verges	
237	BACS	£648.00		£108.00	£540.00	03/08/15	MD Landscapes - Work carried out in July: inners, verges	£2,280.00
174	BACS	£480.00		£80.00	£400.00	29/06/15	Herts And Cambs Ground Maintenance Limited - Cutting Clear Crescent Play Area hedges	
239	BACS	£256.01		£42.67	£213.34	03/08/15	Herts And Cambs Ground Maintenance Limited - five areas of the village	
240	BACS	£1,400.40		£233.40	£1,167.00	03/08/15	Herts And Cambs Ground Maintenance Limited - Cemetery maintenance	
241	BACS	£1,704.00		£284.00	£1,420.00	03/08/15	Herts And Cambs Ground Maintenance Limited - One years maintenance of the Hub	
259	BACS	£48.00		£8.00	£40.00	13/08/15	Herts And Cambs Ground Maintenance Limited - Collect and remove fencing from car park	£3,888.41
261	BACS	£1,620.00		£270.00	£1,350.00	13/08/15	Matthew Lane Sanderson - Mound benches	£1,620.00

247	BACS	£14.16	£2.36	£11.80	10/08/15	ESPO - ring binders	£14.16
274	BACS	£347.91	£57.98	£289.93	19/08/15	Ricoh UK Limited - rental + click charges 248 Direct Debit £11.38 £0.54 £10.84 10/08/15 e.0n	£347.91
- Elec charges for							
249	Direct Debit	£25.32	£1.21	£24.11	10/08/15	e.0n - Elec charges for the ORG pavilion	
250	Direct Debit	£7.62	£0.36	£7.26	10/08/15	e.0n - Elec charges for ORC	
251	Direct Debit	£0.84	£0.58	£0.26	10/08/15	e.0n - Elec charges adj Sports & Social	£45.16
245	P.300	£9.99	£0.00	£9.99	03/08/15	K. Rudge - fuel cap lock for van	£9.99
260	P.301	£20.00	£0.00	£20.00	13/08/15	K. Rudge - Petrol for mowers/strimmers	£20.00
238	Visa	£63.96	£10.66	£53.30	03/08/15	Staples Uk Limited -	£63.96
278 – 283: Wages, salaries + Tax & NI: £4722.99							
<b>Total</b>		£28,463.14	£2,403.45	£26,059.69			