

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 6th February 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Cross, Hales, Hart, Kilmurray, Porter, Regan, Sherwen and Travis.

In attendance: The Clerk and approximately 45 members of the public.

PC317/16 To receive apologies for absence

Cllr Gatward, Harrington, Shepherd, Siva and Stead for personal reasons

PC318/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

The Clerk and Cllr Cross reside at The Moor and Cllr Norman has a number of close friends who lives down The Moor. **ACTION: THE CLERK TO SPEAK WITH SCDC TO SEE WHETHER THE CLERK AND CHAIR CAN BE PRESENT AT THE MEETING WHEN HANSON HOMES FORMAL PLANNING APPLICATION COMES TO COUNCIL.**

PC322/16 At 7.16pm The Chair Suspended Standing Orders

The Chair explained at this stage the Council know very little of the detail of the proposed development. As the Council learns more, other issues may come to light.

Mr John Hanson and Mr Paul Sutton from Hanson Homes gave their presentation and answered some questions from residents that had already been sent to them prior to the meeting.

- **QUESTION:** Pressure on local services – What evaluation has been made of the impact of the development on local service provision? How do you propose to alleviate the demands this development will put on the GP and primary schools – both effectively “full” at the moment?

ANSWER – The developer will give a S106 contribution to education services/healthcare and other local services.

- **QUESTION:** Access - It is our understanding that a proposal to develop the land was rejected out of hand some years ago due to the narrowness of the access road and the fact that 2 garages lead directly onto it. What has changed? Furthermore, given that local residents park their cars on this private road how will construction traffic/emergency vehicles/rubbish lorries access the site?

ANSWER – This proposal was rejected in the early 1960's because it was outside of the village development boundary. SCDC cannot demonstrate a 5 year supply of houses, so planning applications are being put forward. There is also a need for affordable houses.

- **QUESTION:** Traffic and Safety - We note that The Moor is already experiencing high traffic flows due to the school, nursery, playing fields, businesses and houses. It also suffers from a poorly laid out junction with the High Street. What evaluation of the effects of increased traffic flow has been carried out? Did it take into account the peak times - eg school opening

and closing? Which of the following steps have been considered in mitigation?: Traffic calmed area outside the school, Traffic lights with pedestrian crossing on the junction between The Moor and the High Street? Yellow lines to safeguard the sight lines for vehicles exiting the access road.

ANSWER: The developers stated they had placed a traffic counter at the bottom end of The Moor near to the proposed entrance to the new development. The counter confirmed during peak hours there was approximately 13 movements in the morning and 15 movements in the evening which showed one additional vehicle every 5 minutes. Hanson Development still needs to review the traffic outside the school and they suggested a potential for yellow lines at the front of the school and speed activated signs. Hanson Services Ltd stated investigations are still ongoing relating to the junction between The Moor and High Street. Yellow lines and speed signs are in the hands of Cambridge County Council and any solutions they will accept.

- QUESTION: Sewers and drainage - We believe Anglian Water have stated that Melbourn's sewers are running at capacity - and for this reason the last development granted permission (New Road) is subject to a Grampian Order. How will this development avoid being subject to a Grampian Order? Have Hanson spoken to Anglian water about the problems the village is experiencing with its sewers? What provision has been made for Sustainable Drainage, which we believe is compulsory in South Cambs?

ANSWER: Anglian Water is legally obliged to provide the capacity. A surface water Assessment has been carried out and can mitigate service water to the ditch at the back of the proposed development. The results from this appear acceptable. Sustainable Drainage is not compulsory and we are looking at options.

- QUESTION: Privacy - How will the privacy of those people bordering the development be safeguarded pre and post construction?

ANSWER: After the recent public exhibition Hanson Services Ltd took into account the overlooking into the land and stated they have already changed the plans to reflect resident's comments.

- QUESTION: Biodiversity/ Ecosystem services
Has any form of ecological survey has been carried out? How will the losses in wildlife habitat caused by the felling of native trees/scrub be off set? (We note presence in the area of the following notable species: Buzzard, Barn owl, Little Owl, Tawny Owl, Kestrel, Bats - species tbc, Grass Snakes.)

ANSWER: There has been no evidence of the above.

- QUESTION: Character of local area
The principle of this scale of development is contrary to the long established character of The Moor. This location has historically sat at the edge of a village and housing is, in general, at a low density. So why have they decided to build so many houses?

ANSWER: Hanson Services Ltd state they are not proposing something that is completely out of character.

The Developer gave out a copy of the plan of the proposed develop – APPENDIX A

The Chair then reinstated Standing Orders:

Councillors made the following comments:

- The traffic counter was outside 40 The Moor and should have been placed close to the junction of The High Street, therefore the traffic data reading will be inaccurate.
- Surface water – A Cllr stated they had not heard of any discharge into a drainage ditch. Surface water goes into the ditch and the volume of water is considerable. Ditch feeding leads into the River Mel.
- Sewers – Anglian Water gave their initial support for the 199 Homes and 75 bed care home and clarified the entire system would need to be upgraded and that a Grampian Order would be required. SCDC would need to decide whether to apply a Grampian order to this development.
- S106 Money - Melbourn has filled its five year pooling so cannot receive any money for open space.
- Traffic concerns are the biggest issues and Hanson Services Ltd would need to look at making improvements
- Harm – you know it's there but you cannot measure it – residents are worried about getting into doctors/school/pollution. There is a need to deal with these issues in any application that comes forward.
- Volume of traffic up and down The Moor is increasing and this new proposed development will exacerbate this
- The Moor is full to capacity all of the time and you cannot widen the road or High Street.
- There are great concerns for access for emergency vehicles
- Hanson Services Ltd should commit now to carrying out a traffic survey at a different location along The Moor and to ensure this is not done in school holidays.
- The only access to the proposed development is at a junction far away. There are not multi access points to this development.
- Have you carried out a sustainability study - walking to the train/bus stop/car/shops? This forms part of the planning application.

The Chair suspended Standing Orders

The Chair read out Mrs Selby's comments as she was unable to attend the meeting:

"Unfortunately I am unable to attend the Parish Council meeting on 6th February when Hanson Services will present information about their proposal to build new homes in The Moor.

I would like to ask that the Parish Council raise concerns with Hanson Services about the impact of these homes on the local environment. My primary concern is with the access to the new homes and the additional traffic along The Moor. There is already congestion in The Moor and at the junction with the High Street, particularly at the beginning and end of the Village College day, the beginning and end of Little Hands nursery sessions, when there are bowling and football matches. It can already be difficult to proceed along The Moor but I am also concerned about the safety of the many members of the wider community who access facilities in The Moor - nursery, park, sports facilities, Village College, old peoples home etc.

A further concern is the impact of a further development of houses on the village as a whole including the traffic congestion in the centre of the village, particularly at the beginning and end of the school day and when lorries are delivering at the shops. Also, the doctors already seem to struggle to provide appointments when needed. Plus, in Thatcher Stanfords Close, we have often seen the consequences of the already over loaded drainage system with sewerage bubbling up out of the manholes in the road.

This proposal should only be considered when these wider issues have been addressed."

Other Comments raised by residents:

- Residents thanks Hanson Services Ltd for attending this evening and felt the developers are meeting the requirements for a Planning Application, however they are not meeting the requirements for the community – Located along The Moor there are new flats and the parking area is not large enough, so cars park on the road/pavement. There is a need for more parking, not to mention the traffic going to the allotments, new taxi company; local businesses which mean residents struggle to access their homes.
- Is there a legal way the Parish Council can carry out another traffic survey? Or can the residents who live down the road pay for a survey legally as the current survey figures are ridiculous? A member of the Council stated it would have to be a Council decision.
- Pavements along The Moor and the road are in a very poor state with potholes everywhere. This is due to drivers turning around in resident's drives and this will be made worse with construction vehicles and more vehicle movements going to the Care Home/Nursery and Park. With more houses being built the area is becoming grid locked
- Is the entrance to the road going to be private and will the proposed development be private? Is the entrance wide enough? Who will maintain it as the Parish Council doesn't have the money to fund this. Hanson Services confirmed the entrance is wide enough for an access road.
- The developments along The Moor have diminished resident's quality of life year after year and residents do not need any more traffic. This is our main objection.
- Could the developers consider moving the car park on the proposed development as in its current position it affects the privacy, security and density. Because of this residents are losing quality of life.
- Residents stated the proposed area is outside the village envelope and they feel developments are being proposed due to loop holes in the planning system. A Cllr stated it is because of the absence of 5 years land supply that the Parish Council lost the 199 houses appeal. Residents also stated they have seen wildlife such as owls and grass snakes.
- Residents stated there has been nothing but development over the last many years
- Dangerous for pedestrians walking from The Moor onto The High street and trying to cross the road.
- The access road to the development was too narrow and was rejected by SCDC a number of years ago. The two houses located on the access road have garages that open directly onto the access road and there is high risk of poor visibility coming out of the garages.
- The public should be made aware the developers will apply to get access to the other land next to this proposed development. Discussions were had about Ransom strips.
- A resident stated that they had bought their property purely because of the prospect of The Moor remaining quiet and peaceful.

The Chair stated that if anyone would be interested in becoming a steering team member of the Neighbourhood Plan the Parish Council are looking for additional volunteers. By adopting the Neighbourhood Plan this stops the government from building more houses on green space.

The Chair reinstated Standing Orders

The Chair stated that any complaints about the road and pavements should be made to Cambridge County Highways, website details are shown below.

http://www4.cambridgeshire.gov.uk/info/20081/roads_and_pathways/10/roadworks_and_faults

The Chair then thanked Hanson Services Ltd for attending the meeting.

The Chair highlighted the new Melbourn Parish Council Facebook page is up and running.

PC319/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

Mr Mike Stapleton asked for an explanation of Agenda Item PC325/16. The Chair confirmed this would be done at the time.

Mr Duncan Baker asked for clarification on payments to BeActive and the Pavilion. The Chair explained the Parish Council has an SLA in place which runs out in July 2017 and the Council will go out to tender. The Council will have to have a view about how that SLA has worked. Mr Baker also asked why we are paying for items for the Hub and meeting room hire. The Chair explained once the new directors of the Hub are appointed the conditions of the lease will be reviewed.

Mr Forbes asked what is the responsibility of the PC and what does the insurance policy cover.

ACTION: THE CLERK TO ENSURE THE INSURANCE DOCUMENTS ARE WITHIN THE MINUTES FROM OCTOBER 2016 AND SEND A COPY TO MR FORBES.

At 20.59pm The Chair reinstated Standing Orders

PC320/16 To approve the Minutes of the Parish Council Meeting 23rd January 2017

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR REGAN TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING. CLLR SHERWEN AND CROSS ABSTAINED AS THEY WERE NOT PRESENT AT THE LAST MEETING. ALL OTHER COUNCILLERS WERE IN FAVOUR. THIS WAS CARRIED.

PC321/16 To report back on the minutes of the Parish Council Meeting 23rd February 2017

PC 306/16. Child Safety incident at the car park. This will be on the agenda for 27 February along with Cllr Van de Ven's questions about whether the Council wants to support a 20mph speed limit on Cambridge Road.

PC323/16 To discuss and approve the following policies:

a) Co-option Policy – APPENDIX B

This is to put into a procedure what the Council actually did when it co-opted 3 members at the end of last year. It is based on guidance from the National Association of Local Councils.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE CO-OPTION POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Equality and Diversity Policy APPENDIX C

The Chair presented the Equality and Diversity Policy. There were discussions and the following amendments were proposed by Cllr Travis:

A specific review will be made annually, for presentation at a Full Council meeting, reporting the impact of the Equality and Diversity Policy on the different social groups covered by the scope of this document. The review will act as a simple 'health-check' that the policy is properly applied, and will consist of (a) confirmation that employees and councillors have received training or refresher training

on this policy and (b) review any incidents arising from this policy to ensure appropriate action was taken.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE EQUALITY AND DIVERSITY POLICY WITH THE SUGGESTED AMENDMENTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair explained that the Governance Working Party had discussed how they were going to approach the work and thought what was needed for policies is an implementation plan to make it clear what will actually happen. This was not in the original terms of reference for the Governance Working Party and The Chair asked Cllrs if they were in agreement to add this **IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS TO ADD THE IMPLEMENTATION PLAN FOR POLICIES ONTO THE TERMS OF REFERENCE FOR THE GOVERNANCE WORKING PARTY. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

PC324/16 Update from HR Panel

The HR Panel stated there is a need for a new policy for Performance Management and progression through the pay scale and employees meeting performance indicators. The Warden and Assistant Warden's Contracts are now in Draft form. Risk Assessments are being drafted and there are still some urgent policies that need to be created/reviewed. To ensure policies are being understood by staff and councillors a recommendation from the HR Panel is to have a "Policy of the Month" to be discussed at each Council meeting.

PC325/16 To agree further legal advice from Birketts concerning The Hub, up to a maximum of £2500.00 – APPENDIX D

The current situation is that 1 Hub Director has already resigned, 2 others have signed resignation letters and 2 have not been heard from.

When The Chair, Cllr Hales and The Clerk met with the solicitors before Christmas, a plan was discussed for the changeover of Directors. Any necessary changes to the arrangements between the Hub Management Group, the Parish Council and the way the Hub Management Group works going forward were agreed in principle with Birketts.

The Council agreed up to £5000 in legal fees at the end of last year. That money (except for £500 remaining) has been spent on the solicitors familiarising themselves with the arrangements for the Hub, the meeting and preparing 3 sets of documents. The remainder of the plan involves the solicitors preparing guidance on the process to be followed by the new Hub Directors and drafting for them the wording of what will need to be agreed at the AGM on 22 February.

For steps 4 and 5, Birketts gave a price range. The lower end of the scale represents the cost if the Council accepts what is drafted. The upper end is the cost if the Council asks for changes and re-wording. For the other three documents, we have found the first draft to be acceptable and we did not ask for any changes. So the best case is that 4 and 5 will cost the Council an additional £1180.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR PORTER TO AGREE FURTHER ADVISE FROM BIRKETTS FOR STEPS 4 AND 5 OF UP TO £2500. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC326/16 To receive any notifications or planning consultation documents

- (a) Tree works consent S/212/1/TC at White Walls, 23 High Street, Melbourn. Consent for this tree works application was granted on 30 January 2017. However, the customer was granted consent previously on 8th April 2013 for these works but it was not carried. Was Noted.
- (b) SCDC Grants permission for demolish existing single storey extension and garage and construct new part two storey side extension at 16 Orchard Road, Melbourn, Royston, Cambridgeshire, SG8 6HR. Mr Gary Fitter. Was noted
- (c) Any other notifications at the time of meeting
SCDC grants permission for replace two of the concrete rendered elevations with a traditional lime render (fibre chalk) at 101 High Street, Melbourn, Royston, SG8 6AP. Dr Nicola Hodson. S/2957/16/LB. Was noted.

And Alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High, Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. S/0181/17/DC. Was noted.

PC327/16 To consider the following planning applications

- a) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at 23 High Street, Melbourn, Royston, Cambridgeshire, SG8 6ER. Reduction up to 33% T1 Whitebeam and 40% T2 Sycamore and cutting of minor branches of T3 Cedar tree from telephone wire. Mr James Mowatt. S/0212/17/TC
THIS HAD ALREADY BEEN APPROVED BY SCDC BY THE DATE OF THE MEETING.
- b) Notification of planning application – Single storey rear extension to replace conservatory, replace rear window with double door, replace patio door with Bi-folding Door, Fit 2x Velux windows to rear and addition of window bathroom at Apple Tree Cottage, 50A Orchard Road, Melbourn, Royston, Cambridgeshire, SG8 6BP. S/3280/16/FL. Mr Mahmut Tuncer
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- c) Notification of planning application – Removal of existing garage and replacement with a single storey extension including associated internal alterations. At 97 Beechwood Avenue, Melbourn, Royston, Cambridgeshire, SG8 6BW. Mr and Mrs Deville. S/0149/17/FL. **IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR SHERWEN TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

Correspondence

- PC328/16 (a) Any correspondence received at the time of the meeting**
There was nothing to report.

- PC329/16 To accept notices and matters for future agendas**
a) Suggestions from Councillors - There was nothing to report.

At 21.33pm Standing Orders were suspended.

b) General questions to Council and comments (no resolutions can be made) from members of the public

- Mr Stapleton – has there been any progression on the release of the Grievance Report. The Chair stated there is nothing to report at this present time. Have any funds been allocated to financially support The Hub – The Chair explained £14500 has been budgeted for in the precept 2017/2018.
- Mr Baker – Is the £2500 for Birketts coming out of this financial year's budget? The Chair announced that on 27 February 2017 there will be a report presented to show what money has been spent in this financial year. A discussion will be had at a future Parish Council meeting about how much money will be allocated into

reserves from the 2016/2017 budget.

- Mrs Stapleton – National Health Services, after care and social care – is there any way to manipulate it for nursing accommodation to avoid bed blocking
- Mr Forbes – Queried were Birketts the same solicitors that drafted the existing lease for Hub. The Chair explained yes it is the same company different people are involved in drafting the new document.

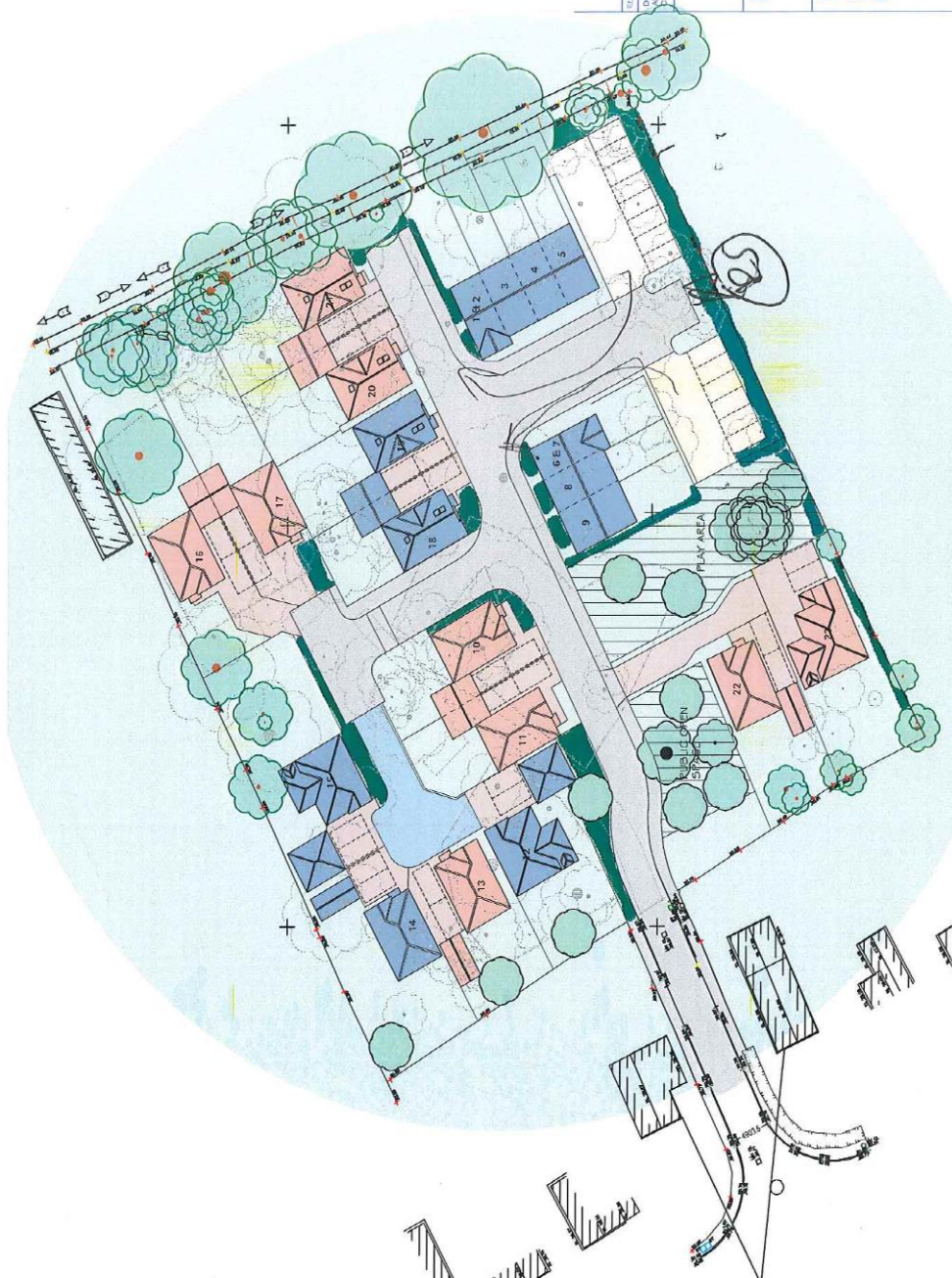
At 7.58m The Chair reinstated Standing Orders

The Chair referred back to PC325/16 – Any Cllrs and volunteers wishing to help with the leaflet drop please can they let the Clerk know.

At 9.44pm The Chair closed the meeting

APPENDIX A





REP.	DATE	DESCRIPTION
		DO NOT SCALE THESE DRAWINGS. USE WRITTEN DIMENSIONS ONLY. DIMENSIONS ARE GIVEN IN METERS TO THE NEAREST MILLIMETER.
		
BLOCK PLAN		
LAND EAST OF THE MOOR MELBOURN CAMBRIDGESHIRE		
DATE	SCALE	REVISION
JAN 17	1:500	
		194.14

BLOCK PLAN 1:500

MELBOURN PARISH COUNCIL

Doc. No. 3.05
Version 1
Review Date: January 2018

Co-option Procedure for Melbourn Parish Council

PURPOSE: To provide a consistent approach to the co-option of Parish Councillors

SCOPE: To be used whenever a new Councillor is to be co-opted

1. Background

1.1 This procedure is based on NALC Legal Briefing L 15-08 (Co-option).

2. Procedure – application

2.1 When a vacancy arises, the Council will give public notice and will advertise the opportunity widely within the community.

2.2 The Clerk will invite 'expressions of interest' by a specified date from anyone who is eligible to stand.

2.3 All potential candidates will be asked to: submit a letter containing full contact details (telephone, postal address and e-mail) setting out why they are interested in becoming a Councillor; sign a declaration that they are eligible to become a Councillor and are not disqualified (as set out in the Local Government Act s79 and s80); complete a skills audit and confirm that they will undertake training within 6 months of becoming a Councillor.

2.4 The declaration and skills audit are attached to this policy at Annex A.

3. Procedure - selection

3.1 At the next full Council meeting following the closing date for applications:

- i. The Clerk to confirm that each candidate is eligible to become a councillor and is not disqualified;
- ii. The Chair to invite each candidate (in alphabetical order) to spend up to 3 minutes telling Councillors why they want to be co-opted and how their skills will complement those already present on the Council. If a candidate is not able to be present, the Chair will read out the candidate's letter and skills audit. Councillors may question each candidate.
- iii. Each Councillor to write on a ballot sheet the names of up to [the number of vacancies] candidates. There is no obligation to vote for the same number of candidates as there are vacancies. The Clerk to count the votes and announce the number for each candidate.

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- iv. If a candidate receives a majority of votes from all members present and entitled to vote (LGA 1972 Sch. 12. Para. 39), they are duly co-opted so long as the number of candidates with a majority vote is equal to or less than the number of vacancies.
 - v. If after the first round of voting, there are more candidates than vacancies, the person with the fewest votes is eliminated, and the vote taken again.
 - vi. (iv) and (v) are repeated until the number of candidates with a majority equals the number of vacancies.
 - vii. If any of the accepted candidates declines the post, the candidate eliminated last will be approached.
 - viii. The Council ratifies the list of co-opted Councillors.
 - ix. The co-opted Councillors are invited to sign the Declaration of Office and take their place at the table.
 - x. The Register of Interests must be completed within 1 month of taking office.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

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ANNEXURE A

Name : _____

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council					
Local government					
Civil service					
Professional skills					
Experience of chairing board / committee meetings					
Experience of professional leadership					
Financial planning / management					
Mediation					
IT					
Strategic planning					
Training Received (please give brief details of specific area of training)					
Skills that may be useful on Parish Council Committees					
Financial planning / management					
Procurement / tenders					
Health and Safety					
Insurance					
Pensions					
HR					
Legal [please give brief details of specific area of expertise]					
Premises and facilities management					

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Please give brief details of particular local interest / knowledge					
<u>Planning</u>					
<u>Youth work</u>					
<u>Conservation</u>					
<u>Volunteering</u>					
Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training					
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:					
Selflessness : you should act in the public interest					
Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates					

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Objectivity : you should act impartially, fairly and on merit
Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability
Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure
Honesty : you should always be truthful
Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour

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Name : _____

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)

Are you on the electoral register for Melbourn?	Yes / No
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No

DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

POLICY: EQUALITY & DIVERSITY

- PURPOSE:** To define the Policy of the Melbourn Parish Council towards Equality and Diversity with the aim of ensuring a harmonious working environment and protecting the rights of all social groups
- SCOPE:** All Employees, Service Providers and Councillors of the Melbourn Parish Council. Members of the public who, for whatever reason, have dealings with the Melbourn Parish Council

POLICY:

Principles

- 1.1 We, The Melbourn Parish Council, are committed to providing equality of opportunity and treatment for all Staff, Service Providers and Councillors. This commitment also extends to all members of the public with which it has direct or indirect contact through day-to-day business.
- 1.2 The objective of this policy is to ensure that all employees and others covered by the scope of this Policy are treated with respect and dignity and that no one feels threatened or intimidated for any reason.
- 1.3 Staff and Councillors will ensure that adequate resources are made available to promote equality, respect and dignity at work and deal with any complaints of harassment.
- 1.4 The financial standing of any individual will not be allowed to affect either their contribution to the business of the Council, to act as a barrier in securing equal rights, or to prosecute complaints about treatment that may arise under this policy.
- 1.5 Councillors and Staff at all levels are responsible for ensuring that everyone's dignity is respected and that the working environment is harmonious. This requires that behaviours should never cause offence or be considered to be harassment or bullying.
- 1.6 The Chair of the Parish Council has the overall responsibility for ensuring that this Policy is effectively communicated to all Staff and Councillors, implemented and monitored.
- 1.7 Section 3 below covers the application of this policy to Employees. However, the principles and philosophy described in this section apply also to other groups as defined by the Scope statement.
- 1.8 To summarise, the Council is committed to creating a harmonious environment where their employees, Melbourn Councillors serving the community and members of the public are treated with dignity and respect. The principles guiding the treatment of employees, enshrined within the **Harassment & Bullying Policy and Procedure** (5.3) (see 3.2 overleaf), will also be applied to non-employees, Service Providers, Councillors and members of the public with whom the Council have contact.

1. Protected Characteristics

Melbourn Parish Council is opposed to any forms of unlawful and unfair discrimination whether these are direct or indirect discrimination, victimisation or harassment on grounds as defined in the **Equality Act 2010**. These are:

- Age
- Disability
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnership
- Race or Colour
- Religion or Belief

2. Employment Practices

Through its employment practices, Melbourn Parish Council will adhere to the principles of Equality in all the categories listed in Section 2 above. As part of the general requirement for all policies, the Council commits to regularly check the conformity of its Equality practices with current legislation. *A specific review will be made annually, for presentation at a Full Council meeting, reporting the impact of the Equality and Diversity Policy on the different social groups covered by the scope of this document.* In addition, the Council commits to following other areas of good employment practice:

3.1 Recruitment and Selection

All posts will be advertised formally and be open to the widest pool of applicants. The Council will actively promote equal opportunities in its business to ensure employees receive treatment that is fair and equitable and consistent with relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria that fully take account of the principles laid out above. Those involved in recruitment and selection will be trained and aware of the steps required to avoid discrimination and to ensure equality of opportunity (see 3.4 below).

3.2 Harassment and Bullying

Harassment and Bullying related to the above characteristics will not be tolerated. Harassment is unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality, age, or disability it amounts to infringement of equal employment opportunities.

The Council will address harassment and bullying formally under the separate **Harassment Policy and Procedure** (5.3), also linked to Grievance and Discipline (see 3.3 below).

3.3 Grievance and Discipline

Issues arising with employees from violations of this Equality Policy will be handled when appropriate through the separate Policies and Procedures on **Grievance** (5.4) and/or **Discipline** (5.5)

3.4 Retention, Training and Re-Training

The Melbourn Parish Council will train and develop all staff on the basis of merit and ability according to the equality principles set out in this document. In particular, the Council will provide training to implement this Policy with respect to recruitment and the associated Policies and Procedures on Harassment, Grievance and Discipline. As with all other policies, it commits to ensuring all staff are familiar with this Equality Policy and are monitored as to its implementation. Such training will highlight how to identify and challenge bias and stereotyping.

Steps will be taken to ensure service suppliers, contractors and agency staff is also included in Equality training.

3.5 Rehabilitation of Offenders

The Council will not discriminate against anyone who has spent a conviction under the Rehabilitation of Offenders Act 1974

3.6 Equal Pay

Men and Women are entitled to be paid equally for the same work without any bias on the grounds of their sex. This right being was first set out in the Treaty of Rome, then made enforceable under UK law through the 1970 Equal Pay Act (but now superseded by the Equality Act 2010).

3.7 Victimisation

Unfair treatment arising due to one person subjecting another and bringing about detriment in the process, where this can be demonstrated to have contravened the terms of the Equality Act 2010.

3.8 Dismissal and Redundancy

The Council will ensure that dismissal or redundancy decisions fully respect the equality principles laid down in this policy.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

EQUALITY AND DIVERSITY POLICY: IMPLEMENTATION PLAN

Para.	Action	By whom?
1.5	Treat everyone with respect at all.	All
1.6	Ensure policy is communicated to all staff and Councillors: <i>to be included in MPC induction procedures for employees, service providers and new Councillors.</i>	Chair
3.1; 3.3;3.7; 3.8	Always consider the requirements of this policy when considering any action under other policies and procedures.	All
2	Annual review (presented to Full Council) on impact of policy on different social groups covered by scope of policy.	???? HR Panel?
3.1	All recruitment and selection procedures to be based on objective criteria.	Any Cllr and employee involved in recruitment and selection
3.4	Provide training to employees and contractors on Equality.	Clerk
3.4	Monitor equality training and its impact	HR Panel

APPENDIX D

PC325 – To agree further legal advice from Birketts concerning The Hub, up to a maximum of £2500

Email from Jonathan Berks – Director Hub Management Group

31st January 2017

Dear Sara

I apologise for not replying to your letter, but the end of January is the busiest time of year for me.

We are pleased that four persons have been put forward as directors, hopefully to be elected at the AGM on 22 February. We agree with the proposals that you have put forward to advertise this to the village. I will return a letter confirming this together with resignation letters in the next couple of days.

I attach a Notice of the AGM which I should be grateful if you would post on the Parish Council Notice Board. This notice was published in last Friday's edition of The Royston Crow.

The current situation is that George Meliniotis resigned as a director on 26 January 2017 as he was not prepared to remain as a director after 22 February in the event that there were not sufficient directors at that date to meet the minimum number.

Regards

Jonathan Berks

Birketts Legal Documentation

1 – 3 has been seen and approved by Council.

4 + 5 for discussion and approval. ¹

4.	Draft step-by-step guidance as to what must be done by the directors of MCHMG.	£960-£1,440
5.	Draft all required minutes and resolutions for the AGM.	£720-£1,200

¹ MPC has approximately 2 hours' worth of money left from the original budget.