

**MELBOURN PARISH COUNCIL
DRAFT MINUTES**

Minutes of the Extraordinary Finance and Good Governance Committee Meeting held on Monday 20th November 2017 in the upstairs meeting room of Melbourn Community Hub at 7.30pm.

F&GG Committee - Gatward, Hales, Kilmurray, Madiyiko, Norman, Regan, Sherwen, and Travis,

Present: Cllr Travis, Chair, Madiyiko, Kilmurray and Norman.

In attendance: The Clerk, Responsible Financial Officer. There were no members of the public.

1. To receive any apologies for absence

Cllr Gatward, Hales, Regan and Sherwen for personal reasons.

2. To receive any Declarations of Interest and Dispensations:

The Chair explained the discussion tonight would be in relation to whether or not the items on the list presented should be included in the DRAFT 2018/2019 precept. The items will be discussed one by one, but there will be no voting on each item. The Chair went onto say there are items on the list that are related to Melbourn Community Hub and in his role as the Chair of the Community Hub Management Group and Cllr Kilmurray who is also a Director of the Hub Management Group they are both conflicted and blanket dispensations are in place for all Councillors that are in this position. The Clerk took advice from Patrick Adams Senior Democratic Services Officer from SCDC and his recommendation is that Councillors who are Hub Directors could remain in the room; however they should only participate in the discussion if they are asked questions. .

- a) To receive declarations of interest from councillors on items on the agenda
Cllrs Kilmurray and Travis non pecuniary interest for being a Director of the Hub Management Group.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
These have previously been done and are valid until May 2018.
- c) To grant any requests for dispensation as appropriate
The Clerk confirmed a dispensation request had been granted for item 3 on the agenda for Cllrs Kilmurray and Travis.

3. To discuss all the proposed work for spend in Financial Year 2018/2017

A member from the Maintenance Working Party explained the list has been discussed on two occasions with the group and the categorisation that has been used within the document was approved at a previous Parish Council meeting. There are also minutes available from the maintenance working party in relation to this list.

Littlehands

- **Littlehands Drains**

Over the last few years there has been a need to call out Dyno rod on a number of occasions to unblock the drains located at Littlehands Nursery. Each call out has cost approximately £500. During the last visit the Council paid for a survey of the drains to be carried out. The result of this showed the drains are in a poor state and are in some areas collapsing. This is an urgent Health and Safety issue and the drains need to be in good working order. Due to

money already being spent on a survey it was suggested this item should be a single tender item.

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A.

- **Littlehands Car Park**

There has previously been complaints from parents at the nursery stating the car park is very uneven and is a trip hazard to anyone walking across it. Cllr Clark is seeking quotes to patch up the area as opposed to resurfacing it. This is a Health and Safety issue.

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

Pavilion

- **Servicing of Pool Table**

Due to Cllr Hales not being present at the meeting it was felt that the committee could not discuss this item in depth. Therefore it was suggested Cllr Hales send his explanation to the committee in writing.

ACTION: THE CLERK TO ASK CLLR HALES TO SEND EXPLANATION FOR SPENDING MONEY ON SERVICING THE POOL TABLE.

- **Provision of a trolley for moving pool table in pavilion**

Due to Cllr Hales not being present at the meeting it was felt the committee could not discuss this item in depth. Therefore it was suggested Cllr Hales send his explanation to the committee in writing.

ACTION: THE CLERK TO ASK CLLR HALES TO SEND EXPLANATION FOR SPENDING MONEY ON A TROLLEY FOR MOVING POOL TABLE

- **Upgrade to lighting along path and in Littlehands Car Park**

This is a Health and Safety issue especially in the winter months.as when you leave the pavilion and walk along the disabled path approaching the car park, due to lack of lighting the visibility is extremely poor. A member also stated in the past the public have given the lack of light as a reason for not wanting to hire out the pavilion

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A.

Car Park

- **Dividing wall in workshop**

This has already been agreed at a previous Parish Council meeting and the Village Wardens will complete the work. By placing a dividing wall within the workshop this would allow the Wardens to have a suitable workshop and racking for all the necessary tools.

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

- **Path on the right hand side of the Bus Stop**

This item was seen as a 'nice to have' and it would prevent the public climbing over the fence when they wish to go to the kebab van. **THE COMMITTEE FELT THIS COULD BE PUT FORWARD BUT SHOULD REMAIN A CATEGORY C SPEND.**

New Road Cemetery

- **Gravestone bases**

This is a requirement in order to provide burial plots within the community. **ACTION: THE CLERK TO CONFIRM COSTING OF 12X INSTALLATION BASES. THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A**

The Cross

- **Replace fencing at both sides of the Cross**

It was felt that the fencing looked worn and the posts are rotten and this area is the face of the village. The Committee had one probably out-dated quote and felt at least another quote was needed.

ACTION: MAINTENANCE WORKING PARTY TO PROVIDE UPDATED COST AND AT LEAST ONE MORE QUOTE THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

- **Replace crazy paving around War Memorial**

The committee explained the area needs replacing for health and safety reasons and the appearance needs improving. **IT WAS AGREED TO ASK THE WAR MEMORIAL TRUST IF THERE ARE GRANTS AVAILABLE FOR THIS TYPE OF WORK AND CAN THEY RECOMMEND THREE DIFFERENT COMPANIES THAT CAN PROVIDE QUOTES TO CARRY OUT THE WORK AND RECOMMEND THE MOST SUITABLE MATERIAL TO USE. ACTION: THE CLERK**

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

The Hub

As the committee were physically in the Hub they left the meeting room and viewed the areas in question.

The committee returned to the room.

- **Replace blown double glazed window unit**

The committee understood although the window units look unsightly, and should be replaced if finances permit.

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY B

- **Wall light in reception**

The previous light fell down and wires are now exposed. Members felt it may be cheaper to replace the light than try and repair the wall. **ACTION: MCHMG TO SEEK TWO QUOTES.**

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

- **Velux window in Dickens Room**

There is no ventilation or natural light so at present the room is uncomfortable to use.

This item is dependent on whether the proposed 160 dwellings on Cambridge Road and the

23 dwellings at The Moor go ahead and whether SCDC agree to Melbourn Parish Council's S106 proposal which includes the extension to The Hub. The date when the above planning applications will be discussed by SCDC Planning Committee should be 10th January 2017. Recommendation will be deferred until a planning decision is known. **ACTION: MCHMG TO SEEK TWO QUOTES FOR A NEW VELUX WINDOW SO THAT THE MATTER CAN BE PROGRESSED AS AN ALTERNATIVE IF NO PLANNING APPROVAL IS RECEIVED.**

- **Boarding out and installing shelving in the loft and move the hatch to the corridor to allow access at all times.**
Currently the loft is only accessible via the Parish Office and if the office is closed or meetings are being held, no entry can be gained. This will also benefit the Parish Office as the Parish Council will be able to use the loft for storage too.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Carpet replacement on landing and stairs**
The Carpet is stained beyond cleaning.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY B
- **Handrail to steps to Brooksbank**
The committee felt the Parish Council has a duty of care to increase the accessibility of the Hub.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Cut back trees to side of Hub**
The Committee felt the trees did need to be cut back in order to restore the CCTV view.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Repaint all wood at the front of the Hub**
The Parish Council are responsible for maintaining the building and therefore it is crucial to keep the wood in good condition. The rear of the building is in an acceptable state as it does not get exposed to the sun as much.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Clean the Solar panels on the roof**
It was felt by cleaning the panels it would improve efficiency and revenue would be received.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A. *Post meeting Note: This project was found to be within the Clerks discretionary spent and has now been authorised.*

Maintenance (Green)

- **Tidy/remove elders at Maple Way/Orchard Road junction**

The Chair explained in the longer term the Parish Council wish to adopt this piece of land, but the area does look untidy. The Wardens could attempt to clear this but due to the elders being too overgrown this is too large a job for them to carry out.

THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

Other identified spend - Equipment for Wardens

- **Replacement parts for mower.**
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Shredder (for green waste)**
The current shredder is not economically repairable. Three quotes will be required. **ACTION: THE WARDENS TO SEEK 3 QUOTES**
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Self-contained power washer**
This will be for the Wardens to use for routine maintenance and to save on contractor costs. The wardens will be able to clean items in remote locations and as this will be powered by its own engine so no electric supply will be required. **THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A**
- **Protective equipment for weed spraying**
Wardens have a backpack sprayer which is fit for purpose. It has been suggested the Wardens carry out the spraying to reduce maintenance costs. The Wardens are happy to do this.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Mole elimination**
This is a health and safety issue especially around the football pitches.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A
- **Bedding Plants**
Bedding plants at The Cross have been planted annually in the centre of the village for many years and the Council have always received positive feedback.
THE COMMITTEE WERE IN FAVOUR OF THIS PROPOSED SPEND AND RATED IT CATEGORY A

The Future Items (Only for FY 2018/2019 if money is available once higher priority items funded) were not discussed at this meeting.

The Chair thanked the members of the committee and members from the Maintenance Working party for all their efforts to reach a very satisfying result.

The Chair closed the meeting at 8.26pm

ITEMS FOR CONSIDERATION FOR FUNDING IN FY 2018/9

ITEM	CATEGORY	ESTIMATED COST	COMMENTS
ASSETS MAINTENANCE/ENHANCEMENT			
Littlehands			
Littlehands Drains	A	4000	Supporting info previously circulated as PC 53/17
Littlehands Car park	A	Specification and then quote needed (GC)	Agreed in principle. Decision made to patch, not resurface.
Pavilion			
Servicing of pool table	B	Max 230	
Provision of a trolley for moving pool table in Pavilion		Quote needed (JH)	
Upgrade to lighting along path and in Littlehands car park		Quote needed (JH)	
Car park			
Dividing wall in workshop	A	400 (est by KR)	Already agreed by PC
Path to RHS bus stop	A	750 (previous quote)	Agreed in principle by PC. Need up to date quote for path; quote for replacement shrubs and plan for maintenance and protecting new planting.
New Road Cemetery			
Gravestone bases	A	Clerks have costs from previous purchase	12 max but may need fewer
The Cross			
Replace fencing at both sides of the Cross	A	3016.50 (previous quote)	
Relay crazy paving around war memorial	A	Quote needed (JT)	Needs repairing for safety reasons. Relaying will smarten whole area up.
The Hub			
Replace blown double glazed window unit	B	400-600 (est)	In lobby and Reception area. Warranty voided. Unsightly.

Wall light in reception	A	350 tbc (includes fitting)	Old one fell down and wires exposed. Must come from a particular supplier to match
Velux window in Dickens Room	B	2500	No ventilation or natural light at present so room is uncomfortable to use. <i>Would be affected by any extension to Hub</i>
Boarding out and shelving in loft	A	900 (max)	Of benefit to the PC too as it uses this space for storage.
Carpet replacement on landing and stairs	B	Quote needed (JH)	Carpet is stained beyond cleaning
Handrail to steps to Brooksbank	A	Quote needed (GC)	These steps are steep and handrail needed to increase accessibility of Hub
Cut back trees to side of Hub	A	250	This needs to be done to restore cctv view
Repaint all wood at the front of the Hub	A/B	Quote needed (JH)	Back is in an acceptable state as it does not get the sun. Get cost
Clean PV panels on roof	B	120	Dirt reduces efficiency and hence revenue received.
Maintenance (green)			
Tidy and removal of elders at Maple Way/Orchard Road junction	A	Quote needed (??)	
Future Items			
Toilet signs for Hub	C		To help users of Hub locate toilets
Replace extractor fans in Home and Away Changing Rooms	B		Mould growing. Needs to be done but not necessarily immediately.
Rabbit proof south boundary of New Road Cemetery	C		Does not impact graves and area with burrows is not usually walked. Specification of work to be drawn up.
Redesign/move electricity cabinet by Littlehands			Young people are using it to climb onto Littlehands' roof.
Anti-vandal work at Bus stop			Each time guttering is replaced, it is pulled off again.

Other identified spend

Equipment for Wardens		200 (est)	Replacement parts for mower. No other obvious need for equipment replacement
Shredder	A	1187.50 (excl VAT)	
Self-contained power washer	A	949 (excl VAT)	For Wardens to use for routine maintenance to save on contractor costs.
Protective equipment for weed spraying	A		Wardens have backpack sprayer which is fit for purpose. RG requested that the PC agree to Wardens carrying out spraying to reduce maintenance costs.
Mole elimination	A	£50 per treatment	Estimated at twice per year max
Bedding plants	A	250	To continue what is done already