

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 23 April 2018 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Norman (Chair), Clark, Cowley, Gatward, Hart, Sherwen, Travis, Kilmurray, Madiyiko

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, District Cllr Barrett, District Cllr Hales, County Cllr Van de Ven and eight members of the public

PC220/17 Apologies for absence

a) To consider any apologies for absence

Apologies were received from Cllrs Buxton, Siva and Porter. It was noted that County Cllr Van de ven had informed the Parish Office that she would be late.

b) To receive a legal topic note outlining the formal procedure for approving apologies
Council considered a legal topic note outlining the need to approve apologies as well as receiving them.

It was:

RESOLVED that the apologies be approved, and the practices set out in the legal topic note be adopted.

Proposed by Cllr Cowley, seconded by Cllr Clark – All in favour

PC221/17 To receive any Declarations of Interest and Dispensations

a) To receive declarations of interest from councillors on items on the agenda

Cllrs Travis and Kilmurray declared a disclosable pecuniary interest in agenda item PC230/17, both being in positions of authority on the Melbourn Community Hub Management Group.

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

Request for dispensation received from Cllr Travis in relation to agenda item PC230/17

c) To grant any requests for dispensation as appropriate

The Parish Clerk reported that Cllr Travis had been granted dispensation to participate in any discussion during agenda item PC230/17 but not to vote.

PC222/17 To approve the minutes of the Parish Council Meeting 26 March 2018

It was reported that with regard to agenda item PC212/17, the quote under discussion had been misunderstood. Drilling and poisoning was the cheaper option. It was suggested the wording be amended to more accurately reflect this fact.

It was:

RESOLVED that the minutes, as amended, of the Parish Council meeting held on 26 March 2018 be approved as a correct record and duly signed by the Chair

Proposed by Cllr Sherwen, seconded by Cllr Travis. In favour: Cllrs Clark, Cowley, Gatward, Hart, Sherwen, Travis, Madiyiko. Abstentions: Cllrs Norman, Kilmurray

PC223/17 To report back on the minutes of the Parish Council Meeting 26 March 2018

The Parish Clerk reported back on actions:

PC204/17 – The figure of £922.09 for approval number 2215 was correct.

PC207/17 – The wording used in the community grant policy was historical

The report was **noted**.

PC224/17 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)

The Chair suspended standing orders to allow public participation

a) A member of the public requested to know the reason why agenda item PC238/17 was to be considered in Camera. The Chair explained that reasons would be given when that agenda item was considered.

The Chair re-imposed standing orders.

The Chair announced that agenda item PC225/17 would be deferred until the County Cllr had arrived

PC226/17 To receive a report from District Cllrs Barrett and Hales

District Cllr Barrett presented a report to Council (attached herewith). Cllr Cowley asked how to suggest locations for Litter Picks. Cllr Hales responded that litter picks on Major highways would be the responsibility of the Highways department. The Chair thanked District Cllr Barrett for her years of service.

The report was **noted**.

PC227/17 To receive the Clerk's Report

The Parish Clerk delivered a report (attached herewith) and further reported that the Assistant Clerk had now reverted to her originally contracted three day week.

The report was **received**.

PC228/17 To approve details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments for March 2018.

A member queried approval 2271 in respect of the electricity supply to the carpark workshop. The Chair of the Maintenance Working Party commented that the higher bills were due in part to the need to have the heating on permanently following works to the floor. **ACTION:** Parish Clerk to task RFO with producing a report looking at previous 12 months electricity bills.

It was:

RESOLVED that the monthly transactions list be received and approved.

Proposed by Cllr Travis, seconded by Cllr Cowley – All in favour.

PC229/17 To receive monthly finance reports.

The Chair noted that the reports were not in the usual format due to financial year end. The Bank Reconciliation dated 31st March 2018 was considered separately from the rest of the report.

It was:

RESOLVED that the Bank Reconciliation dated 31st March 2018 be received and approved

Proposed by Cllr Clark, seconded by Cllr Hart – All in favour.

It was:

RESOLVED that the finance report dated 31st March 2018 be received.

Proposed by Cllr Kilmurray, seconded by Cllr Madiyiko – All in favour.

Cllr Kilmurray left the meeting at this point.

PC230/17 To consider planning application [S/1172/18/FL](#): Front and rear extensions and internal alterations. Melbourn Community Hub, 30 High St, Melbourn, Royston, Cambs, SG8 6DZ. For: Mr John Travis, Melbourn Community Hub Management Group.

The Parish Clerk advised Council that they were owners of the building, and had already appointed the Melbourn Community Hub Management Group to act as agents in the preparation of the planning application (PC2016/17) which amounted to tacit support of the application. It was suggested that in the interests of transparency the Parish Council request that the Planning Authority determine the application with no further input from the Parish Council. A member commented that that was their preferred option.

It was:

RESOLVED that no comment be made, and the Planning Authority be requested to determine the application with no further input from the Parish Council.

Proposed by Cllr Hart, seconded by Cllr Sherwen. In favour: Cllrs Norman, Clark, Cowley, Hart, Sherwen, Madiyiko. Against: Cllr Gatward

Cllr Kilmurray re-joined the meeting at this point.

PC231/17 To receive and consider the calendar of Parish Council meetings for municipal year 2018/2019.

A draft Calendar of meetings was considered. The Chair reported that due to it being an election year, the annual Council meeting must be held within 14 days of the election. The Parish Clerk reported that the calendar followed previously agreed formats with some meetings being moved to avoid clashes with public holidays. The Chair of Planning commented they would prefer Planning Committee meetings to be on a night when there was no other meeting scheduled. The Chair suggested the schedule of meetings for May 2018 be adopted and the calendar to be re-visited at the Annual Council meeting on May 14th 2018. **ACTION** Parish Clerk to look at separating planning meetings.

It was:

RESOLVED that the schedule of meetings for May 2018 be approved and adopted.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley – All in favour.

County Cllr Van de Ven joined the meeting at this point

PC225/17 To receive a report from County Cllr Van de Ven.

County Cllr Van de Ven presented a report (attached herewith). The Chair reported the item concerning new trees would be dealt with by the maintenance working party. There were no questions from Cllrs.

The report was **noted**.

PC232/17 To discuss and agree a Metal Detecting Policy / Permission slip.

Cllr Clark outlined the need for a policy/permission slip, which was an action generated in response to a request from a resident to undertake metal detecting on Parish Council owned land. The draft document outlined the need for applicants to be current members of the Metal Detecting Society, which confers public liability insurance. The document also contains provision for setting out special conditions, boundaries, land for which permission is granted, and agreement on what will happen in the event any item of intrinsic value is found.

It was:

RESOLVED that the draft Metal Detecting Policy/Permission slip be adopted.

Proposed by Cllr Sherwen, seconded by Cllr Kilmurray – All in favour

PC233/17 To consider proposals to change the Parish Council Web hosting

Cllr Kilmurray outlined proposals to move away from the current web hosts to a more cost effective solution with a larger volume of storage space. Possible solutions also included moving to a .gov.uk domain. The Parish Clerk reported that the General Data Protection Regulations come into force on May 25th and this would certainly precipitate the need for Cllrs to have bespoke email addresses. Moving hosts would make this possible. It was suggested that a working party be formed in July with regard to content on the website.

It was:

RESOLVED that Council agree in principal to change web provider.

Proposed by Cllr Hart, seconded by Cllr Clark – All in favour.

PC234/17 Cemeteries Update:

a) To consider a quotation for the supply of memorial headstone bases.

It was:

RESOLVED to accept a quotation from JKH Drainage of £196.00 plus delivery

b) To consider quotations for the installation of memorial headstone bases.

This item was deferred until the May Meeting of the Full Council

c) To note a change in wording to the schedule of burial prices.

A revised schedule was considered. It was explained that the change was to wording only. Prices remain unchanged.

The change in wording was **noted**

PC235/17 To receive and consider updates on GDPR and Data Protection Officer Services from CAPALC and The Local Council Public Advisory Service

The Parish Clerk reported on the forthcoming General Data Protection Regulations which come into force on May 25th, and the need for the Parish Council to start work towards compliance. This would include appointing a Data Protection Officer (DPO). Reports were circulated from two local supporting bodies, Cambridge and Peterborough Association of

Local Councils (CAPALC) and The Local Council Public Advisory Service (LCPAS). The Parish Clerk further reported that both bodies offered an outsourced DPO service and that Full Council would be required to appoint a DPO at the Annual Council meeting scheduled for May 14th 2018.

The report was **noted**

PC236/17 To formally agree a service agreement document for the gardening at 83 High St

This item was deferred to a future meeting.

PC237/17 HR Panel Update.

Cllr Hart reported that work was ongoing with regard to service agreements for the Sports Pavilion cleaning, and for gardening at 83 High St.

The report was **noted**.

At this point the Chair thanked those Cllrs retiring for their service. Cllr Gatward was presented with a Thank You card.

PC238/17 Maintenance Contracts: To review bids and consider a recommendation from the Maintenance Working Party – TO BE HELD IN CAMERA

The Chair explained it was necessary to go into Camera to protect the commercially sensitive information of the losing bidders. The Chair then called for a proposal for the meeting to go into Camera for a discussion related to bids on the three maintenance contracts recently out to tender. Details of contracts awarded would be published at a later date.

Proposed by Cllr Hart, seconded by Cllr Kilmurray – All in favour

At the conclusion of the discussion the Chair called for a proposal to come out of Camera.

Proposed by Cllr Hart, seconded by Cllr Clark – All in favour

At 21:13 the Chair closed the meeting.

District Council Report to Parish Council

I should just like to share with you some of the achievements of SCDC this last year.

We have saved over £700,000 by managing all refuse and recycling services for Cambridge City as well as our own. This is amazing considering our teams empty nearly 6 million bins a year. We have also combined services with Huntingdon District Council and Cambridge City in relation to Legal, Building Control and IT, which allows us to have the best people in our back office services.

The Health and Wellbeing programme has been increased to include a range of additional opportunities including:

- * Launching the Active and Healthy 4 life exercise programme taken up by 300 people.
- * Offering 10,000 residents the chance to try out new sports at Parklife in July.
- * Funding 12 mobile Warden schemes.
- * Securing over £1 million from developers for green space equipment.

In addition we have worked hard to improve our environment by supporting 40 litter picks and have launched a £56,000 Renewable Energy Grant Scheme to support green initiatives in our communities.

The 13 villages that are being supported to deliver their Neighbourhood Plans are shaping their future and the Council has launched a Grant Scheme to help them develop affordable housing schemes in their village. We are also working with over 200 people to stop them becoming homeless and avoiding them having to use bed and breakfast facilities.

Emine Street Housing is now bringing in £1.4 million per annum as it continues to invest in market housing for rent. This enabled the Council to make a business loan to develop Cambridge Ice Rink which is expected to open at the end of this year. More on how we are funded and where the money goes, can be found in the "Your Place, Our Plan" document on the South Cambridgeshire District Council's website www.scambs.gov.uk

South Cambs District Council is a key member of the Combined Authority which has £600 million to improve transport links, as well as the Greater Cambridge Partnership, which has plans to improve access to Cambridge via rail, bus, cycle and footpaths. It is clear that both business and communication links are vital to our District and we will continue to support and work on related projects.

Last but not least, the first of our Business to Business networking events took place recently. Held at the Imperial War Museum in Duxford over 30 SME were represented. We are also allocating 11 new apprenticeship places each year for the next three years.

Val Barrett
April, 2018

THE CLERK'S REPORT

23 APRIL 2018

1 Proposed Road Closure

The Parish office has received notification of proposals to close Cross Lane (outside number nine) between 17/07/2018 and 20/07/2018 to enable gasworks to take place. Diversions in High St and Dolphin Lane will be in place. Full details may be obtained from the Parish Office.

2 Local Elections

The Parish Council election scheduled for May 3rd will be uncontested, there being 9 candidates and 15 seats. Statutory notices have been posted. The New Council will convene at the Annual Council Meeting in May after which the remaining six vacancies will be advertised for a statutory period of 14 working days. The electorate may request that the vacancies be filled by means of by-election during this time. If no election is called then the Parish Council will be obliged to begin co-option proceedings. A suggested timeline of events is set out below:

Mon 14th May: PC resolve to advertise the vacancy and co-opt if no by election called. Assuming the vacancies are advertised on May 15th the statutory period of notification (in which electors can request an election) will expire on June 4th.

Early June: Advertise co-option vacancies and launch PR offensive, to include PC presence at Fete. Application period can run for 4-5 weeks which will take us to early/mid July.

July 23rd: Co-option proceedings at Full Council meeting, quantity of applicants dependant.

3 Stockbridge Meadows Picnic tables/benches.

New picnic benches at Stockbridge Meadows are now on site and in their permanent locations. Once cemented in they will be available for use by the public.

4 Church Clock.

Residents have reported the Church Clock chimes are out of sync when striking the hour. Contractors have been requested to attend.

Melbourn Parish Council, April 2018, County Councillor Report

Traffic diversion June 2/3 weekend: The Highways officer coordinating the A10 resurfacing works has asked if the parish clerk, any interested parish councillor, a Bury Lane Farm representative, Skanska and I would like to meet with him ahead of the diversion to discuss points of detail that could help with avoidable problems.

Pot holes: At the 20 March full council meeting I seconded a motion to take strategic initiative in augmenting funding to deal with highways maintenance, as the current situation is one of 'managed decline.' To the surprise of many, the chairman of the Highways Committee insisted that the current state of our roads is simply a bit of end-of-winter nuisance and that Cambridgeshire is the leader in the East of England in dealing with highways maintenance. The motion was lost.

Last year, Cambridgeshire Highways received 7,500 pot hole reports. In the first three months of 2018, 9,000 reports were made. It's vital to report pot holes and any other highways faults on the County Council's Report a Fault website, in order to maintain an accurate public record. Years of under-investment in the highway network, plus the current disastrous state of local authority finance, combine to make a perfect storm. Our local highways lead officer recently toured most of village with Cllr Hales and me to see the extent of the problem in Melbourn.

Flood Avoidance Tour: Highways came out to Melbourn in April to keep a preventive eye on avoidable problems that result from blockages in the drainage network. Continuing action is needed at Back Lane/London Way, Orchard Way near Maple Way, and possibly new work along Trigg Way. It is usually very localized reporting that provides the clue to a network problem. These to be actioned by Highways.

Back Lane Trees: Recently, six trees were taken down by County Highways in Back Lane Melbourn – this was due to disease. We are offered six replacement trees, to be planted where the parish would like. May I please ask the Parish Council where they would like these placed? It was noted that the six taken down were probably self-seeded, and it isn't necessarily the case that six new ones should be put in exactly the same place.

Community Transport minibuses under threat: Royston & District Community Transport has a small fleet of minibuses, including a 16-seat low-floor model, provided by the Department for Transport – and has raised funds for running costs and maintenance. Now the Department for Transport is looking to radically change licensing arrangements for community transport providers running minibuses, meaning they would need a commercial operator's license, and their volunteer drivers would need professional qualifications, costing thousands. This means that a whole range of activities using RDCT's minibuses is under threat. The DfT is currently in consultation on community transport operations and it would be very helpful to RDCT if local residents could write to them saying that they value RDCT minibus services. Please email david@roystrans.co.uk saying just that – by May 1st. In the meantime, RDCT is critically short of minibus drivers right now – if you or anyone you know would be interested in being a minibus driver, please contact them.

128 Bus: redesignated as the 127, and new timetable: The Cam Vale Bus Users Group has been working with the bus operator and the County Council on timetable revisions for the combined 127/128 bus service. Special attention has been given to ensuring linking up with the 26 bus and the new Great Northern timetables. The aim is to distribute the new timetable, and bring it into force, as close as possible to the introduction of the new train timetable on May 20.

Buses: now the Mayor's remit: The Mayor and Combined Authority are the new county Transport Authority. The Mayor's Bus Review, announced in November, should finally be starting soon.

Meanwhile, the County Council has firmly stated that its current round of bus subsidies, with another stay of execution running until April 2019, marks the end of its financial contribution to supporting bus services. The Cam Vale Bus User Group will continue to be a local voice for bus users.

Selling off County Council Estates behind closed doors: As I've been reporting, the County Council is running out of money and can no longer take proper care of people or infrastructure. At the same time, it has one of the most extensive land holdings of any council in the country. To make new money it has created its own commercial development company, with which to commercially develop some of its land holdings. This new company is currently known as 'This Land.' Sales of county-owned land to This Land take place through the Commercial and Investment Committee, comprised of democratically elected councillors but whose papers are largely confidential. With the County's Chief Finance Officer and Chief Legal Officer also serving as Board Members on This Land, there are obvious questions of conflict of interest.

Many County Council land holdings are in sensitive places in our villages: including part of Melbourn Recreation Ground. You can see County land holdings on the County website under 'Maps' on the home page at www.cambridgeshire.gov.uk.

Duke of Edinburgh students helping out: Through Melbourn Village College, the Meldreth, Shepreth and Foxton Community Rail Partnership and A10 Corridor Cycling Campaign are now enjoying support from five Duke of Edinburgh volunteers – litter picking and watering the flower tubs at the stations and helping to bring younger people who would like to be cycling safely to college into the Cycle Campaign's work on the Melbourn-Royston pedestrian cycle link.

Meldreth Station new platform shelter: It looks like the promised new shelter for Meldreth's Cambridge-bound platform is going ahead. There's a months-long lead time but the starting gun has been fired. This has come about via lobbying from the Meldreth, Shepreth and Foxton Rail User Group.

New Train Service: The new timetable coming into force on 20 May is described as the biggest change in rail services for decades: we are part of 'Thameslink' territory and will be connected up to a far greater network throughout the Southeast than ever before.

Locally we will have twice hourly trains all day, Monday-Saturday (except 11AM-noon due to the Cemex goods train!), and an hourly service Sunday. All trains will be eight carriages, Tube style, with much more vestibule room. Trains will depart on a completely new schedule on a massively complex grid – details on the Meldreth, Shepreth and Foxton website..

As part of the phased roll-out of the new service, from May 20 until December 2019 our trains will continue to terminate at King's Cross, but thereafter will run via St Pancras, providing onward service to Blackfriars, London Bridge, or Gatwick from Meldreth, Shepreth and Foxton.