

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Tuesday, 23 April 2019 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 Clark (Chair), Cowley (Vice Chair), Kilmurray, Travis, Hart, Wilson, Barnes, Buxton

Absent: None.

In attendance: Claire Littlewood, Assistant to Parish Clerk, Gabby van Poortvliet, RFO, County Cllr Van de ven, District Cllr Hales and five members of the public.

PC167/18 To receive and approve apologies for absence

There were no apologies.

PC169/18 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

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

Cllr Kilmurray declared a disclosable pecuniary interest in agenda item PC181/18d) as a director of the Hub.

Cllr Kilmurray also declared a disclosable non-pecuniary interest in agenda items PC181/18l) as a director of the Hub (as Turn on to Christmas is an event organised jointly with the Hub) and PC181/18q) as a member of MADS

Cllr Hart declared a non-pecuniary interest in agenda item PC181/18e) as a member of the Bowls Club

Cllr Travis declared disclosable pecuniary interests in agenda items PC181/18d) as a director of the Hub and PC181/18o) as Chair of the MAYD Committee

Cllr Travis also declared a disclosable non-pecuniary interest in agenda item PC181/18f) as a family member is employed by playgroup

b) To receive written requests for dispensations for disclosable pecuniary interests

None

c) To grant any requests for dispensation as appropriate

None

PC170/18 Chair's Announcements – For information only

Chair introduced this new item which would provide an opportunity to pass on items of general information. Chair noted that the Bowls Club thanked the Parish Council for recent work carried out to the cherry tree overhanging the bowls pavilion.

PC171/18 To approve the minutes of the Parish Council Meeting 25 March 2019

It was:

RESOLVED that the minutes of the Parish Council meeting held on 25 March 2019 be approved as a correct record and duly signed by the Chair.

*Proposed by **Cllr Hart**, seconded by **Cllr Travis** – All in favour*

PC172/18 To report back on the minutes of the Parish Council Meeting 25 March 2019

PC156/18 – calendar of meetings has now been published

PC164/18c) – SCDC have indicated that planning permission is required for installation of air conditioning at The Hub. Clerk has asked for clarification that this does not fall under permitted development as building is owned by a local authority.

PC173/18 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)

None

PC174/18 Timebank Matters: To consider a report on Timebank activities to date.

The Timebank Coordinator was not in attendance – her report was **noted**.

PC175/18 To receive a combined report from District and County Cllrs for Melbourn

The report was circulated and presented by County Cllr van de Ven – the following items were highlighted:

Parking on Pavements – The Parish Council was invited to respond with views by 14 May

Drainage Tour – All issues related to drainage must be logged to build a full picture of ongoing issues.

Community Rail Partnership – The Parish Council was invited to sponsor a flower tub.

Local Plan – Noted link to website for viewing submissions to the Call for Sites.

Questions were invited:

- A member noted that a survey of the gullies in the village had recently been completed. Report to be shared.
- A member queried if there would be cycle parking provision included in the footpath upgrade to The Meads. Noted that Access for All grant application was unsuccessful. Meeting with Govia has been requested.
- A member raised concern with regard to junction at New Road and A505. County Cllr van de Ven noted challenges in funding for improvements to the intersection and suggested Melbourn Futures Working Party may wish to take this up further.
- The member also requested that Cllr van de Ven lobby for improvements to the intersection by including timed traffic lights.

PC176/18 To receive the Clerk's Report.

There was no report available.

PC177/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

RFO noted that due to year end, there was no report available.

b) To receive and consider the Approvals Lists for April 2019

It was:

RESOLVED that the monthly transaction list for April be received and approved.

*Proposed by **Cllr Cowley**, seconded by **Cllr Buxton** – All in Favour.*

c) To consider guidance from the JPAG on levels of financial reserves

RFO presented a report. Noted that new guidance indicated 3 months' reserves was appropriate for a Parish Council of Melbourn's size. Thus maintaining reserves at current levels (4-4.5 months) would leave c.£16k which could be re-allocated at 2019 year end. Noted that this should be discussed further by F&GG Committee. This would be following further analysis of the JPAG guidance by the RFO.

It was:

RESOLVED to maintain reserves at current levels and hold £16k out of reserves to be re-allocated.

Proposed by Cllr Hart, seconded by Cllr Kilmurray – In favour Cllrs Clark, Hart, Kilmurray, Buxton, Barnes, Travis. Against Cllr Cowley. Abstain Cllr Wilson.

ACTION: Parish Clerk to include agenda item for discussion at F&GG Committee Meeting.

d) To consider funding for the Melbourn Timebank

Discussion as to Timebank Coordinator's salary to be paid from precept as opposed to funded by Community Grant as this was at odds with how other Parish Council employees' salaries are funded.

It was:

RESOLVED that the Timebank Coordinator's salary for next 12 months should come from precept as opposed to grant funding.

Proposed by Cllr Travis, seconded by Cllr Wilson – In favour Cllrs Travis, Wilson, Buxton, Barnes, Hart, Clark, Kilmurray. Abstain Cllr Cowley.

PC178/18 Committee minutes: To receive draft minutes from the Council's Committees

a) Finance & Good Governance Committee meeting held on 8 April 2019

b) Planning Committee meeting held on 8 April 2019

The minutes for both Committee meetings were **noted**.

PC179/18 Planning Matters: To consider correspondence from Cambs County Council on the provision of a disabled parking bay

Noted that this was before the Parish Council as a response was required by 7 May. Concern was raised about lack of street parking available to many residents on Water Lane. Noted that the applicant appeared to have access to off-road parking which appeared to be safer than exiting a car onto the road.

It was:

RESOLVED to object to the provision of a disabled parking bay on Water Lane and that objection be noted with Cambs County Council on the basis of lack of street parking for all residents and availability of safe, off road parking for applicant..

Proposed by Cllr Kilmurray, seconded by Cllr Cowley– In favour Cllrs Travis, Cowley, Wilson, Buxton, Hart, Clark, Kilmurray. Abstain Cllr Barnes.

PC180/18 HR Matters: To consider policy reviews and updates

The Chair of HR reported that the following policies had been reviewed and were presented for adoption:

a) Training & Development Policy

It was:

RESOLVED that the Training & Development Policy be adopted

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

b) Equality & Diversity Policy

The Chair of HR noted that a member had raised some comments on the Equality & Diversity Policy. Noted that Internal Auditor had requested an Equality & Diversity Policy be implemented so the policy should be adopted before the next audit.

It was:

RESOLVED that the Equality & Diversity Policy be amended in line with comments of HR Panel and, for the avoidance of delay, agreement to its adoption should be sought by email.

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

c) Bullying and Harassment Policy

It was:

RESOLVED that the Bullying and Harassment Policy be adopted with the review date updated to April 2020.

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

PC181/18 Community Grant Awards : To consider applications

It was noted that a high volume of grant applications had been received with applications in excess of available funding. Grant monies of c£38k were expected with approximately £2k carried over from the previous year. Members were reminded that there would be a second funding round in November.

Applications would be initially reviewed to ensure eligibility and the level of any award would be decided after discussion of each application.

a) Celebrating Ages

Noted that the grant requested was in excess of the total project cost.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Celebrating Ages, the amount of the grant to be awarded to be determined at the end of the meeting.

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

b) Chiltern Music Therapy

Noted that no accounts were available to support this application and applicant was not in attendance.

It was:

RESOLVED to reject the application from Chiltern Music Therapy and applicant to be advised of the reason for rejection of their application.

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

c) Home Start Royston

Representatives from the applicant were in attendance and provided additional information to support their application.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Home Start Royston, the amount of the grant to be awarded to be determined at the end of the meeting.

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

d) Melbourn Community Hub Management Group

Cllr Kilmurray left the meeting. Cllr Travis remained in attendance to answer any queries but left before the vote.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Melbourn Community Hub Management Group, the amount of the grant to be awarded to be determined at the end of the meeting.

Proposed by Cllr Wilson, seconded by Cllr Buxton – In favour Cllrs Clark, Barnes, Buxton, Wilson, Cowley. Abstain Cllr Hart.

Cllrs Kilmurray and Travis returned to the meeting.

e) Melbourn Bowls Club

Cllr Hart left the meeting for this item.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Melbourn Bowls Club, the amount of the grant to be awarded to be determined at the end of the meeting.

*Proposed by **Cllr Cowley**, seconded by **Cllr Barnes** – In favour Cllrs Cowley, Barnes, Wilson, Kilmurray, Clark, Travis. Abstain Cllr Buxton.*

Cllr Hart returned to the meeting.

f) Melbourn Playgroup

Cllr Travis left the meeting for this item.

Noted that the applicant holds a high level of reserves (c£97k) and annual turnover is in excess of £202k. It was noted that there was no representative in attendance to address the meeting.

It was:

RESOLVED to reject the application from Melbourn Playgroup and applicant to be advised of reasons for rejection of their application and made aware of opportunity to re-apply in November.

*Proposed by **Cllr Cowley**, seconded by **Cllr Buxton** – All in favour.*

Cllr Travis returned to the meeting.

g) Melbourn Mobile Warden Scheme

A representative was in attendance. Noted that the scheme is funded by District, County and Meldreth and Shepreth Parish Councils in addition to Melbourn. A member suggested that funding for this scheme could be precepted in future.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Melbourn Mobile Warden Scheme, the amount of the grant to be awarded to be determined at the end of the meeting.

*Proposed by **Cllr Wilson**, seconded by **Cllr Hart** – All in favour*

h) 1st Orwell Scout Group

A representative was in attendance. Accounts were provided to the meeting with an apology for their late submission. Noted that there is currently a waiting list of 161 young people and it is hoped to set up a further Scout group in Melbourn.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from 1st Orwell Scouts, the amount of the grant to be awarded to be determined at the end of the meeting.

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

i) Community Rail Partnership

County Cllr van de Ven was in attendance to support the application.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Community Rail Partnership, the amount of the grant to be awarded to be determined at the end of the meeting.

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

j) Royston & District Community Transport

Noted that no accounts were available to support this application and the applicant was not in attendance. Noted that the service is widely used in Melbourn. Applicant to be invited to re-apply in November 2019.

It was:

RESOLVED to reject the application from Royston & District Community Transport and applicant to be advised of the reasons for rejection of their application and made aware of opportunity to re-apply in November.

Proposed by Cllr Kilmurray, seconded by Cllr Buxton – In favour Cllrs Cowley, Barnes, Wilson, Kilmurray, Clark, Hart, Buxton. Against Cllr Travis.

k) St Georges Allotment Association

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from St Georges Allotment Association, the amount of the grant to be awarded to be determined at the end of the meeting.

Proposed by Cllr Travis, seconded by Cllr Buxton – All in favour

l) Turn on to Christmas

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Turn on to Christmas, the amount of the grant to be awarded to be determined at the end of the meeting.

Proposed by Cllr Travis, seconded by Cllr Wilson – All in favour

m) Melbourn Village College

Noted that MVC had made this application in response to a request from a resident for seating on the field. Noted that the Parish Council should retain ownership of the benches.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Melbourn Village College, the amount of the grant to be awarded to be determined at the end of the meeting.

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

n) All Saints Playgroup

Noted that no accounts were available to support this application and the applicant was not in attendance.

It was:

RESOLVED to reject the application from All Saints Playgroup on basis that no accounts were available to support the application and the applicant was not in attendance.

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

o) Melbourn Area Youth Development (MAYD)

Cllr Travis noted that he was chair of MAYD Committee. It was suggested that in future funding for MAYD could be precepted

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to accept the application from Melbourn Area Youth Development, the amount of the grant to be awarded to be determined at the end of the meeting.

Proposed by Cllr Travis, seconded by Cllr Barnes – In favour Cllrs, Barnes, Wilson, Buxton, Hart, Travis, Kilmurray, Clark, Abstain Cllr Cowley.

p) Melbourn Primary School PTFA

Noted that there was no one in attendance to provide further information.

It was:

RESOLVED to reject the application from Melbourn Primary School PTFA on the basis that there was no one in attendance to provide further information with regard to the application.

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

q) MADS

Noted that the application indicated that a previous grant allocation had not yet been spent. Concern was raised as to preparations for installation of spotlights which are the subject of this application.

It was:

RESOLVED to reject the application from MADS on the basis that the spotlights to be funded by the grant could not be installed at this time but application to be advised of the opportunity to re-apply for funding in November.

*Proposed by **Cllr Hart**, seconded by **Cllr Cowley** – In favour Cllrs Hart, Cowley, Barnes, Wilson, Travis, Buxton. Abstain Cllrs Clark and Kilmurray*

There followed a discussion as to the level of funding to be made to successful applicants:

a) Celebrating Ages

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Celebrating Ages the sum of £3,500 in community grant funding.

*Proposed by **Cllr Hart**, seconded by **Cllr Cowley** – All in favour*

b) Chiltern Music Therapy – application rejected

c) Home Start Royston

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Home Start Royston the sum of £1,578.11 in community grant funding.

*Proposed by **Cllr Hart**, seconded by **Cllr Travis** – In favour Cllrs Hart, Barnes, Travis, Clark. Against Cllrs Cowley, Wilson, Buxton, Kilmurray. Chair's casting vote was in support of the proposal*

d) Melbourn Community Hub Management Group

Cllrs Travis and Kilmurray left the room. Objection was raised to funding an outside heater. The grant awarded was reduced by £800 to reflect this.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Melbourn Community Hub Management Group the sum of £3,477.50 in community grant funding,

*Proposed by **Cllr Cowley**, seconded by **Cllr Hart** – In favour Cllr Cowley, Hart, Buxton, Barnes, Clark. Abstain Cllr Wilson.*

Cllrs Travis and Kilmurray returned to the meeting.

e) Melbourn Bowls Club

Cllr Hart did not participate in the vote.

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Melbourn Bowls Club the sum of £983 in community grant funding.

*Proposed by **Cllr Cowley**, seconded by **Cllr Wilson** – In favour Cllrs Buxton, Barnes, Travis, Kilmurray, Clark, Cowley, Wilson*

f) Melbourn Playgroup – application rejected

g) Melbourn Mobile Warden Scheme

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Melbourn Mobile Warden Scheme the sum of £5,000 in community grant funding.

*Proposed by **Cllr Hart**, seconded by **Cllr Buxton** – All in favour*

h) 1st Orwell Scout Group

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award 1st Orwell Scout Group the sum of £1,756.60 in community grant funding.

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

i) Community Rail Partnership

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award the Community Rail Partnership the sum of £700 in community grant funding.

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

j) Royston & District Community Transport – application rejected**k) St Georges Allotment Association**

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award St Georges Allotment Association the sum of £270 in community grant funding.

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

l) Turn on to Christmas

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Turn on to Christmas the sum of £1,051 in community grant funding.

Proposed by Cllr Travis, seconded by Cllr Hart – In favour Cllrs Travis, Hart, Buxton, Barnes, Kilmurray, Clark, Wilson. Against Cllr Cowley

m) Melbourn Village College

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Melbourn Village College the sum of £578 in community grant funding to fund the purchase of two benches, not three as originally applied for.

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

n) All Saints Playgroup – application rejected**o) Melbourn Area Youth Development (MAYD)**

It was:

RESOLVED under the powers granted by the Local Government (Miscellaneous Provisions) Act 1976 s19 (3a) to award Melbourn Area Youth Development the sum of £12,000 in community grant funding.

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

p) Melbourn Primary School PTFA – application rejected**q) MADS – application rejected**

The amount of grants awarded totalled £30,894.21.

PC182/18 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary.

Chair invited Cllrs to raise items for future agenda. None noted.

PC183/18 To note date of next meeting: 20 May 2019 – Annual Council Meeting.

The Chair closed the meeting at 10:25pm.

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 March 2019 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 Clark (Chair), Cowley (Vice Chair), Kilmurray, Travis, Hart, Wilson, Barnes, Buxton

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, Mrs Catherine Sharman – Timebank Co-ordinator, County Cllr Van de ven and seven members of the public.

PC150/18 To receive nominations and to elect the Chair of the Parish Council

Cllr Clark was nominated. There were no other nominations

It was:

RESOLVED that Cllr Clark be elected Chair of the Parish Council for the remainder of the civic year. Cllr Clark duly signed the declaration of acceptance of office.

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

PC151/18 To receive nominations and to elect the Vice-Chair of the Parish Council

Cllr Cowley was nominated. There were no other nominations

It was:

RESOLVED that Cllr Cowley be elected Vice-Chair of the Parish Council for the remainder of the civic year. Cllr Cowley duly signed the declaration of acceptance of office.

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

PC152/18 To receive and approve apologies for absence

There were no apologies.

PC153/18 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

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 PC164/18 c) as directors of the Hub.

b) To receive written requests for dispensations for disclosable pecuniary interests

None

c) To grant any requests for dispensation as appropriate

None

PC154/18 To approve the minutes of the Parish Council Meeting 25 February 2019

It was:

RESOLVED that the minutes of the Parish Council meeting held on 25 February 2019 be approved as a correct record and duly signed by the Chair.

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

The Chair varied the order of business and dealt with item PC 161/18 next

PC161/18 To receive a combined report from District and County Councillors for Melbourn

County Cllr Van de ven delivered a combined monthly report (attached herewith). District Cllrs Hales and Hart had sent apologies for the meeting.

PC155/18 To report back on the minutes of the Parish Council Meeting 25 February 2019

There were no actions to report

PC156/18 To note the Calendar of Meetings for municipal year 2019/2020

The Calendar of meetings was noted.

ACTION: Parish Office to publish calendar.

PC157/18 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 member of the public queried if a sign detailing the archaeological history of the development of 199 dwellings at New Road could be installed at the site entrance. The Parish Clerk reported all the verges and open spaces were still owned by the developers, so permission would have to be sought if the sign is to be installed prior to land transfers being executed. The Parish chairman suggested the issue could be discussed by the maintenance committee.

A member of the public asked the Chair and Vice-Chair to explain their connections to the Parish. Both members reported that they were co-opted to the Parish Council in 2017 and re-elected in May of 2018. They further highlighted their interests and activities within the Parish.

A member of the public queried quotes for air-conditioning in the Hub and expenditure on keys to the premises. The Parish Chair reported that the expenditure was in the budget and that the Hub management group had been asked to manage the process of obtaining quotes on behalf of the Parish Office.

The Chair re-imposed standing orders.**PC158/18 Co-option: To receive a progress update from the Parish Clerk and consider any applications.**

The Parish Clerk reported that the statutory waiting period in respect of the casual vacancies caused by the resignations of Cllrs Stead and Norman, during which 10 members of the electorate could request a by-election, had now lapsed. There had been no requests for an election and therefore these vacancies would now be filled by co-option.

The Parish Clerk further reported that the total number of vacancies now numbered seven, and there had been 5 expressions of interest to date. Application packs had been sent to all those interested parties.

The report was ***noted***.

PC159/18 83 High St: To consider a report on the memorial stone.

The Chair introduced the item and reminded members of progress and decisions made so far. The report written by the previous Chair (attached herewith) was reviewed. Following the resolution to re-locate the memorial stone, made at the meeting of the Full Council held on 25th February 2019 (agenda item PC 145/18), considerable discussion as to the next steps occurred. The Parish Clerk reported that the Royal British Legion had been approached to see if they were interested in assuming responsibility for the memorial stone but had not reached a view yet.

The Parish Clerk further reported that Cambourne Town Council had indicated they were willing to take the stone and give it a prominent place in a planned semi-formal garden, where it would be the focal point for the culmination of their annual remembrance parade,

and were also willing to help with relocation costs.

Members expressed a strong preference that residents' views on preferred locations should be sought before any decision was made. Options discussed were:

1. Accept an offer from Cambourne Town Council to give the memorial stone a permanent home.
2. Re-locate the stone further back from the Highway within the curtilage of the existing plot
3. Re-locate the stone to New Road cemetery
4. Approach the Royal British Legion with an offer to transfer ownership

It was:

RESOLVED to undertake a public consultation and seek resident's views on preferred options.

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

PC160/18 Timebank Matters: To consider a report on Timebank activities to date.

The Parish Clerk reported that Catherine Sharman had been appointed as the Council's new Timebank Co-ordinator and welcomed her to the meeting.

The Timebank co-ordinator reported that coffee mornings were going well, and attendance was increasing. A formal launch event would be held in the coming weeks.

The report was **noted**.

PC162/18 To receive the Clerk's Report.

A monthly report was circulated (attached herewith)

The report was **noted**.

PC163/18 Committee and Working Party Membership, to consider reports on:

a) The Futures working party

The Chair reported that three members of the public had volunteered to join the working party and there was now a need for three councillors to join. Cllrs Hart, Kilmurray and Clark volunteered to join.

It was:

NOTED that Cllrs Hart, Kilmurray and Clark would join the Melbourn Futures Working Party.

b) The Website Working party

The Parish Clerk reported that the new Website Accessibility Regulations 2018 had come in to force, and will change the way local authorities are obliged to present online content, including websites. The Clerk recommended that the website revamp project be put on hold until the regulations are better understood.

The report was **noted**.

PC164/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

It was:

RESOLVED to receive the monthly finance report.

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

b) To receive and consider the Approvals Lists for March 2019

It was:

RESOLVED that the monthly transaction list for March be received and approved.

Proposed by Cllr Cowley, seconded by Cllr Buxton – All in Favour.

c) To consider quotations for the provision of Air Conditioning in the Community

Hub***Cllrs Travis and Kilmurray left the meeting***

It was:

RESOLVED to accept a quotation from Airway Air Conditioning for £2,975.00

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

ACTION: Parish Clerk to ascertain if planning permission is necessary

Cllrs Travis and Kilmurray re-joined the meeting**d) To consider a recommendation from the Finance & Good Governance Committee on investment strategies**

It was:

RESOLVED to accept the recommendations of the Finance & Good Governance Committee and delegate authority to the Parish Clerk and RFO to choose an investment option. Any future changes to be approved by Full Council

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

PC165/18 HR Matters: To receive updates and consider actions

The Chair of HR reported that the Council's Lone Working and Staff Grievance policies had been reviewed and were presented for adoption.

It was:

RESOLVED that the Lone Working Policy be adopted

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

AND

RESOLVED that the Staff Grievance Policy be adopted

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

The HR Chair further reported that Staff Appraisals would commence in April, and welcomed the Timebank Co-ordinator to her role.

PC166/18 To note date of next meeting: 23 April 2019

The Chair closed the meeting at 20:45

Time Bank Report dated 17/04/2019

Totals 01/01/2019 to 17/04/2019		18/03/2019 to 17/04/2019	
Individual members	22	Pipeline - Individual members	16
Organisational members	4	Pipeline - Organisational members	1
		Conversion	5
No. of exchanges	28	No. of exchanges	9
Time exchanged	179.50 hrs	Time exchanged	46 hrs

Update for the period 18/03/2019 to 17/04/2019

Timebank activities

- Member events
 - Coffee mornings continue at the Hub/Moorlands Court, attendance regularly >10.
 - Evening drop-ins to be organised asap
 - The Timebank entered a team to a recent fundraising quiz
- Future plans
 - Weekly crafting club
 - Monthly board game club
 - Official launch

Administrative tasks

- Handover complete from CHS group
- Document templates under revision
- Electronic filing system implemented
- Pipeline recording implemented
- 2 additional Steering Group members recruited
- Article submitted for summer issue of Melbourn magazine
- 6 months strategic plan in draft

Melbourn Parish Council April 2019 – District and County Councillors' Report

Child and Family Zone baby weighing clinics – staff shortages: There is a national shortage of health visitors, and a shortage here in South Cambs. On more than one occasion, the Baby Weighing Clinic at Orchard Rd has been cancelled for this reason.

Noise from the A10: I have had a complaint from a resident of Chapman's Close about increased noise levels from the nearby A10, which he believes may emanate from Last year's resurfacing of the A10. This resident has measured the decibel level, which has given cause for concern. I've raised this with County Highways; a site visit has now taken place with the contractor and I hope to have some information back soon.

Solar Studs on the Cambridge Road path: It's good to see these at last, and it's hoped that another stretch of the path, from Frog End to Fowlmere Rd Shepreth, will follow.

Parking on Pavements Inquiry: The Transport Select Committee has launched an inquiry into the matter of parking on pavements. Please see the link below and feel free to contribute your views – the closing date for written submissions is 14 May.

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/news-parliament-2017/pavement-parking-launch-17-19/>

22 houses at 36 New Rd

It looks as though this development will be approved, local representatives having ensured that the 40% affordable homes will be delivered and that no houses will be occupied without guaranteed increased capacity in the sewage to the scheme

Local Plan: We've forwarded to you maps of the County Council's submissions to the Call for Site exercise. There is one County Council site submission for Melbourn: Tostock Farm, map attached. Shortly, all submissions will be able to be viewed here:

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/emerging-local-plans-and-guidance/emerging-greater-cambridge-local-plan/call-for-sites/>

Drainage tour

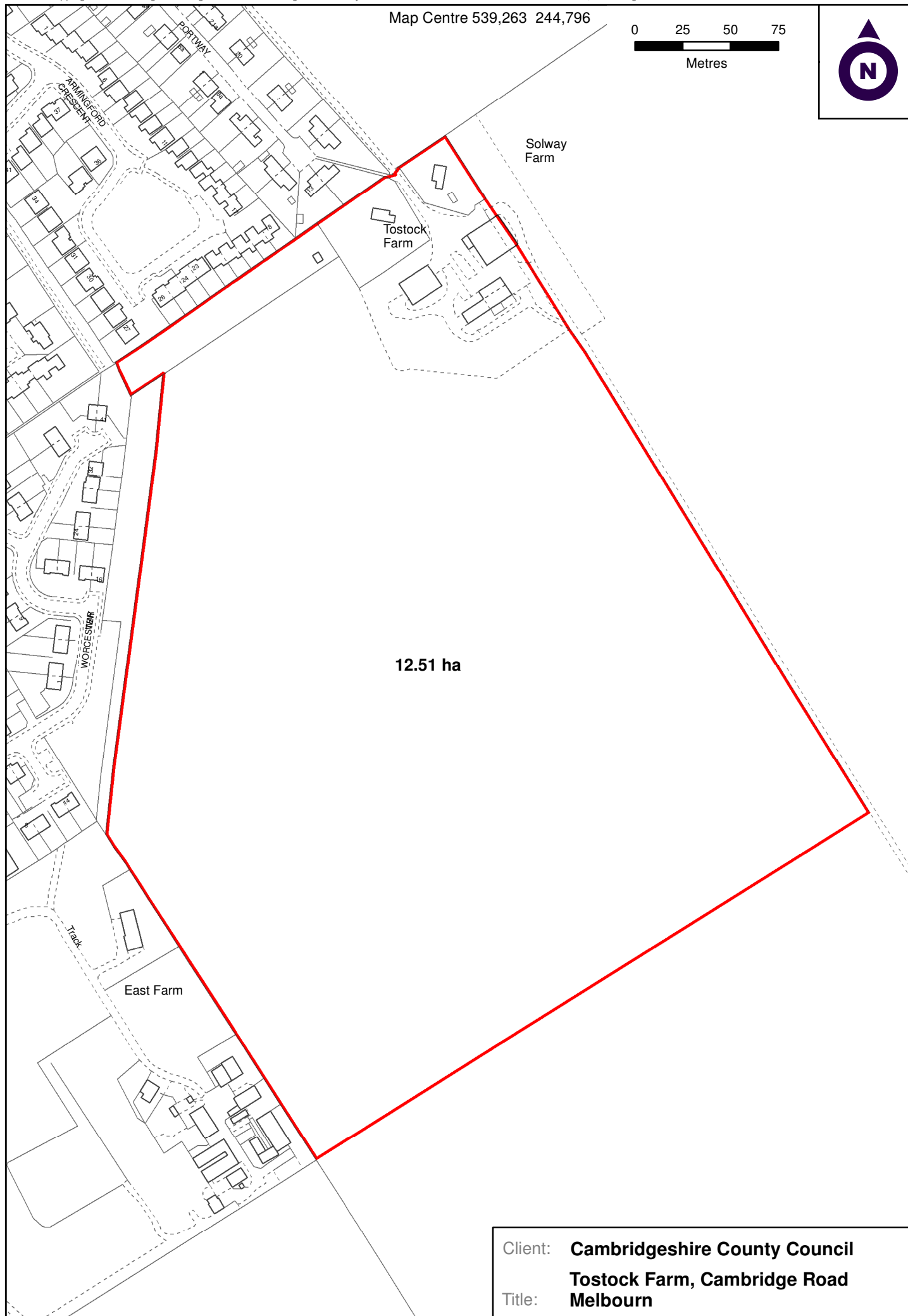
Jose and Susan would be happy to set a date for a drainage tour of Melbourn with our Local Highways Officer and PC representative, if the parish council would like us to do so.

Community Rail Partnership: Our CRP is looking for businesses, families or local organizations to sponsor a tub on the station platform at Meldreth – is this something Melbourn Parish Council might consider? This involves replanting the tub twice per year and helping to look after it. We usually have a team of Duke of Edinburgh student volunteers helping with the watering. It would be nice to have Melbourn's name reflected in this way, bearing in mind the previous name of the station, which was Meldreth and Melbourn Station. Meanwhile, our CRP officer will be visiting Melbourn Primary School this week to explore a range of potential activities around rail safety and learning to use public transport.

New shelter at Meldreth Station: Do nip down to the station if you haven't already seen the very good new shelter on the Cambridge Platform, which has been campaigned for for many, many years, including by our beloved station master David Piggott.

Map Centre 539,263 244,796

0 25 50 75
Metres



Client: **Cambridgeshire County Council**
Tostock Farm, Cambridge Road
Title: **Melbourn**

Melbourn Parish Council

Apr 2019 Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
Transactions relating to financial year 2019/20							
BACS1904 24H&CGM	£487.00	£81.17	£405.83	2100	01/04/19	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting April 2019	£1,393.00
DD190401S CDC	£70.50	£0.00	£70.50	2000/2	01/04/19	South Cambs District Council - Rates 01/04/19 to 31/03/20 - Cemetery Victoria Way Apr	£1,569.67
DD190401S CDC	£58.97	£0.00	£58.97	2000/2	01/04/19	South Cambs District Council - Rates Orchard Road Cemetery - 01/04/19 to 31/03/20 april	£1,569.67
DD190401S CDC	£258.20	£0.00	£258.20	3400	01/04/19	South Cambs District Council - Pavilion Rates 01/04/19 - 31/03/20 - Apr	£1,569.67
DD190401S CDC	£1,182.00	£0.00	£1,182.00	7100	01/04/19	South Cambs District Council - Car Park rates 01/04/19 - 31/03/20 - APR	£1,569.67
BACS1904 24BSS	£96.00	£16.00	£80.00	3400	01/04/19	Briar Security Systems - Pavilion alarm Annual Maintenance Charge	£96.00
DD1905416 PWLb	£16,477.10	£0.00	£16,477.10		01/04/19	Public Works Loan Board - Hub loan repayment - installment 1	£16,477.10
DD190420N OW	£43.20	£7.20	£36.00	5700	01/04/19	Now Pensions - Apr 2019 Employer Service Charge	£43.20
BACS1904 24SLCC	£350.00	£0.00	£350.00	5400	01/04/19	Society Of Local Council Clerks - CiLCA registration - Assistant Clerk	£350.00
BACS1904 24LUCID	£97.20	£16.20	£81.00	5000/1	01/04/19	LUCID Systems - Covered agreement May 2019	£97.20
DD190408CW	£21.24	£0.00	£21.24	2000/1	01/04/19	Cambridge Water Business - Water - Orchard Road cemetery - 1/04/19 -	£21.24
BACS1904 24H&CGM	£906.00	£151.00	£755.00	3200	01/04/19	Herts & Cambs Ground Maintenance Limited - Grounds maintenance Apr 2019 - new & old rec grounds, Millennium Copse, Jubilee Orchard	£1,393.00
BACS1904 24ICCM	£95.00	£0.00	£95.00	4700/8	01/04/19	ICCM - ICCM membership 2019/20	£95.00
BACS1904 24AOS	£74.70	£12.45	£62.25	5000/2	09/04/19	AOS Online - White A4 copier paper x 5	£74.70
BACS1904 24HUB	£24.00	£4.00	£20.00	5000/7	11/04/19	Melbourn Community Hub Management Group - Office Cleaning - 21 Mar to 11 April	£24.00
BACS1904 24	£5,318.69	£0.00	£5,318.69		17/04/19	April 2019 salaries and NI	£5,318.69
BACS1904 24CC	£69.79	£0.00	£69.79	3400	17/04/19	Pavilion Cleaner - Pavilion cleaning 18/03/19-08/04/19 plus laundry	£69.79
Total	£25,629.59	£288.02	£25,341.57				

Signature
Date

Signature

Melbourn Parish Council

Apr 2019 Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details	Cheque Total
Transactions relating to financial year 2018/19							
2882 DD190429BG	£241.53	£11.50	£230.03	31/03/19	British Gas - Electricity Car Park Workshop - 06/02/19 - 31/03/19 Estimated		£241.53
	£241.53	£11.50	£230.03	British Gas -	Total		
2885 DD190412E ON	£7.38	£0.35	£7.03	28/03/19	e.On - Electricity bill Orchard Road Cemetery - 28/02/19 to 28/03/19 actual		£7.38
2883 DD190415E ON	£7.64	£0.36	£7.28	29/03/19	e.On - Old Rec Ground - electricity 26th Feb 2019 to 26th Mar 2019 Actual		
2884 DD190415E ON	£7.64	£0.36	£7.28	26/03/19	e.On - Littlehands Store - electricity 26/02/19 to 26/03/19 Actual		£15.28
	£22.66	£1.07	£21.59	e.On -	Total		
2852 BACS1904 24ESPO	£393.60	£65.60	£328.00	14/03/19	ESPO - 2 x litter bin - circular timber slat: New Road Cemetery		£393.60
	£393.60	£65.60	£328.00	ESPO -	Total		
2840 BACS1904 24H&CGM	£228.00	£38.00	£190.00	22/03/19	Herts & Cambs Ground Maintenance Limited - Tension zip wire and install extra bolts		
2881 BACS1904 24H&CGM	£552.00	£92.00	£460.00	31/03/19	Herts & Cambs Ground Maintenance Limited - Maintenance Contract - Mar		
2887 BACS1904 24H&CGM	£906.00	£151.00	£755.00	01/03/19	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance Nov 2018 - Old & New recs grass cutting, line markings, Millenium Copse and Jubilee Orchard		£1,686.00
	£1,686.00	£281.00	£1,405.00	Herts & Cambs Ground Maintenance Limited -	Total		
2886 BACS1904 24HUB	£24.00	£4.00	£20.00	14/03/19	Melbourn Community Hub Management Group - Parish Office Cleaning - 21/02/19 to 14/03/19		£24.00
	£24.00	£4.00	£20.00	Melbourn Community Hub Management Group -	Total		

Signature

Date

Signature

Melbourn Parish Council

Apr 2019 Expenditure transactions - approval list

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
date	Total					
£125.01	2834 DD190420N OW	£125.01	£0.00	£125.01	20/03/19 Now Pensions - Pension Contribution Mar 2019 - E'er and E'ee	
		£125.01	£0.00	£125.01	Now Pensions - Total	
2888	BACS1904 24PGC	£106.29	£17.71	£88.58	31/03/19 Phillimore Garden Centre - Turf and grass seed	£106.29
		£106.29	£17.71	£88.58	Phillimore Garden Centre - Total	
Total		£2,599.09	£380.88	£2,218.21		

Transactions Already Paid: (under delegated authority)

2851	BACS190328GMB	£382.47	£0.00	£382.47	21/03/19	General Maintenance Barley	Spikes for roof at Littlehands plus reinstall drainage pipe
2855	BACS190328LUCID	£24.00	£4.00	£20.00	24/03/19	Lucid Systems Data destruction – PC reconfig	
2854	BACS190328LUCID	£97.20	£16.20	£81.00	01/03/19	Lucid Systems Covered agreement – April 2019	
2839	BACS190328TN	£274.78	£0.00	£274.78	20/03/19	TimNovations Litter picking 10/02/19 to 20/03/19	

Petty Cash Transactions:

22/01/2019	Melbourn Stores - Parish Office supplies	S Crocker		£5.49
01/02/2019	Catering Base - anti-slip shoes	K Rudge		£25.98
12/02/2019	Melbourn Post Office - timebank co-ordinator advert	C Littlewood		£2.00
08/03/2019	Melbourn Post Office - poster re Melbourn Futures	C Littlewood		£4.00
11/03/2019	Stationery Cupboard - A1 print for Maint Comm meeting	C Littlewood		£3.50
20/03/2019	Melbourn Post Office - poster re Community Grants	C Littlewood		£3.50
25/03/2019	Melbourn Stores - Parish Office supplies	S Crocker		£4.00

Signature

Date

Signature

Melbourn Parish Council

Apr 2019 Expenditure transactions - approval list

Prepaid Debit Card Transactions:

25/02/2019	Amazon Marketplace	Ethernet Cable		£3.23
25/02/2019	Amazon Marketplace	Laptop case		£29.99
25/02/2019	Eventbrite	Assets and venues webinar 8 Nov 2019		£55.00
25/02/2019	Eventbrite	Appraisal Techniques 4 Oct 2019		£73.33
25/02/2019	Eventbrite	Transfer of Community Assets 13 Sep 2019		£73.33
25/02/2019	Amazon Marketplace	Hi-Vis vest		£14.46
13/03/2019	Eventbrite	Digital Engagement 23 Aug 2019		£73.33
13/03/2019	Rontec	Fuel for van		£25.64
18/03/2019	Amazon Marketplace	High speed HDMI 2.0 cable		£18.31
18/03/2019	Eventbrite	Common Land and Village Greens 24 May 2019		£35.00
20/03/2019	Amazon Marketplace	Mousemats		£5.61
20/03/2019	Eventbrite	Health, safety and wellbeing 28/06/19		£73.33
20/03/2019	Eventbrite	Organising Community Events		£73.33
20/03/2019	Norburys	Wood for repair at New Rd cemetery		£14.27
20/03/2019	Deedflow	Land search		£14.43
20/03/2019	Amazon Marketplace	Lanyard neck straps		£9.95
20/03/2019	Norburys	Nails for repair at New Rd cemetery		£4.62
21/03/2019	Amazon Marketplace	Black USB optical mouse		£2.76
21/03/2019	Eventbrite	Charitable Trust webinar 19 Jul		£50.00
25/03/2019	Eventbrite	Quotes, contracts and tendering 12 Jul		£73.33
25/03/2019	Eventbrite	Attracting and managing volunteers		£73.33

Signature

Date

Signature

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 23rd April (Full Council)

Agenda Item: PC 178/18 c)

Date of Report: 18/04/19

JPAG (Joint Panel on Accountability and Governance) has recently issued an updated Practitioners Guide and there are some changes in the Advice on General and Earmarked Reserves - copied below:

General Reserve

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (N R E). Net Revenue Expenditure (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months N R E, the larger the authority the nearer to 3 months. **In practice, any authority with an N R E in excess of £200,000 should plan on 3 months equivalent General Reserve.** In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

Earmarked and Other Reserves

None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that a authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors

This is something we ought to pay attention to going forward - especially as our reserve policy to to build our General Reserve up to 6 months of our Precept whereas it looks like, for a council of our size, this ought to be nearer to 3 months. I have tried to calculate the NRE mentioned above but am not sure if loan repayments should include interest or not. Assuming it does include interest we are under the £200k threshold but otherwise will exceed it slightly.

Please note that, at the moment, this is guidance only - should rather than must - but we might want to reconsider our Reserve Policy at some point with regard to how much we want to hold in our General Reserve going forward. We are currently around the 4-4.5 months level). Something to bear in mind.

Gabrielle van Poortvliet
Responsible Financial Officer

MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 08 April 2019 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 Clark (Chair), Cowley, Kilmurray

Absent: None.

In attendance: Simon Crocker - Parish Clerk. There were no members of the public in attendance.

FG040/18 To receive and approve apologies for absence

There were no apologies

FG041/18 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

There were no declarations of interest and no requests for dispensation

FG042/18 To approve the minutes of the Finance & Good Governance Committee Meeting held on 11 March 2019

It was:

RESOLVED that the minutes of the Finance & Good Governance Committee meeting held on 11th March 2019 be approved as a correct record and duly signed by the Chair

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

FG043/18 To report on the minutes of the Finance & Good Governance Committee Meeting held on 11 March 2019

The Parish Clerk reported back that the level of rates relief applied to the Parish Council's properties was 49.1%

FG044/18 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)

There were no members of the public present

FG045/18 Policy Reviews: To review Parish Council policies and make recommendations on updates

a) Facebook Policy

Committee recommended the policy be renamed 'The Social Media Policy', and be updated to include platforms other than Facebook, with a review frequency of two years

b) Gifts & Hospitality Policy

The Parish Clerk recommended the policy include a clause on gifts to the entire Council, and advised that the legal threshold on the value of gifts to be reported [£50.00] was incorrect, and should be amended to £25.00 so as to achieve compliance with regulations.

c) Complaints – Cllrs

Committee recommended no changes needed

d) Complaints - Staff

Committee recommended no changes needed

e) Community Engagement Policy

Committee recommended no changes needed

Signed:..... Dated: 03/06/2019

f) Training & Development Policy

The Parish Clerk reported this policy had been re-drafted and considered by Full Council at the meeting held on 22 October 2018. Resolution at the time was for the HR panel to consult on proposed wording. Action still outstanding

g) Properties, buildings & contents risk assessment

The Parish Clerk reported this document was out of date and not fit for purpose.

ACTION: Assistant Clerk to draft new document for June meeting

h) Risk management policy

ACTION: Parish Clerk to draft new document, incorporating specific responsibilities for actions, for ratification at April Full Council

i) Burial risk management policy

Committee recommended this policy to be produced

j) Timebank Policy

Committee recommended this policy to be produced

FG046/18 To note the date of next meeting:

03 June 2019

MELBOURN PARISH COUNCIL – PLANNING COMMITTEE

(District of South Cambridgeshire)

A meeting of this Committee was held on Monday, 08 April 2019 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 Kilmurray (Chair), Clark, Hart, Buxton, Cowley, Wilson

Absent: None

In attendance: Mr Simon Crocker - Parish Clerk. No members of the public were in attendance

PL074/18 To receive and approve apologies for absence

There were no apologies

PL075/18 To receive any Declarations of Interest and Dispensations

There were no declarations of interest and no requests for dispensation

PL076/18 To approve the minutes of the Planning Committee Meeting on 11 March 2019

It was:

RESOLVED that the minutes of the planning committee meeting held on 11 March 2019 be approved as a correct record and duly signed by the Chair.

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

PL077/18 To report back on the minutes of the Planning Committee Meeting on 11 March 2019

There were no actions to report

PL078/18 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Planning Committee – 3 minutes per item)

There were no members of the public in attendance

PL079/18 Melbourn Post Office: To consider updates

The Parish Clerk reported that the planning application for alterations to the shop front had been amended, and the amendments were in keeping with comments made by the Committee,

The Parish Clerk further reported that he had agreed to assist the new Post Office landlord with advertising the renovations and postmaster vacancy.

The report was **noted**

PL080/18 Decision Notices: To receive any Decision notices issued since last meeting.

- a) **APPEAL:** APP/W0530/W/18/3201616 – 18 Greenbanks, Melbourn, SG8 6AS

ALLOWED

Original MPC comment: OBJECT

The decision notice was **noted**.

PL081/18 Planning Applications:

- a) [S/1068/19/TC](#) – Work to Trees in a Conservation area – 8 Mortlock St, Melbourn, SG8 6DB

For: Mr & Mrs White

It was:

RESOLVED to support the application with no further comment.

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

- b) [S/0949/19/VC](#) - Variation of condition 2 (Approved Plans) of Planning permission [S/2048/14/FL](#) (for erection of 64 dwellings) to accommodate 2 further dwellings – Land to rear of Victoria Way, Melbourn, SG8 6FE

Signed:..... Dated: ...13.../...05.../2019

For: Mr Brian Tyler

It was:

RESOLVED to object to the application on the grounds that it was no longer compliant with the planning authority's policy on percentage of affordable housing, and the reduction in plot size would be detrimental to the amenity of the area

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

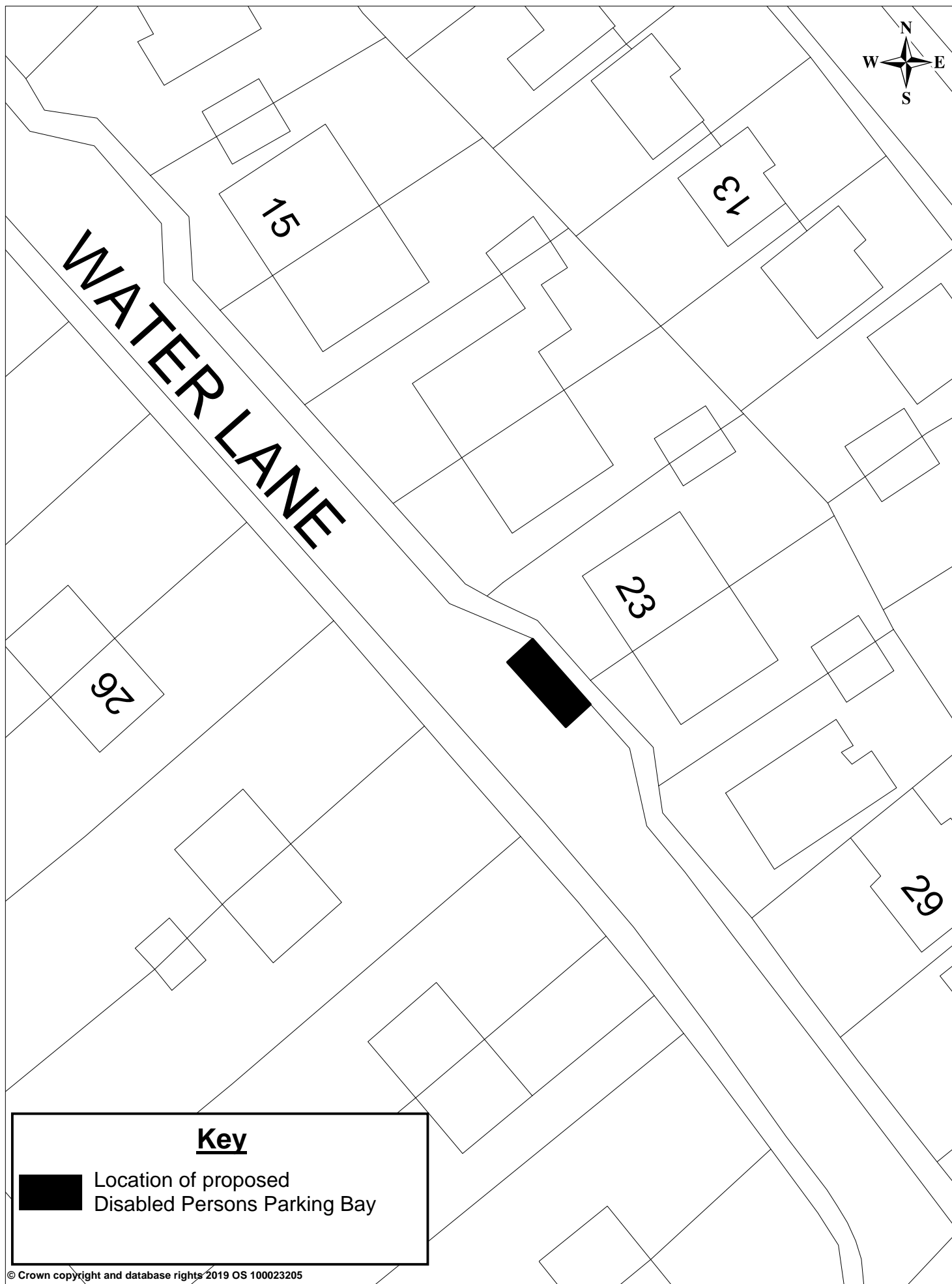
PL082/18 Enforcement updates: To consider any enforcement updates received since last meeting

There were no updates

PL083/18 To note the date of next meeting

13 May 2019

Signed:..... Dated: ...13.../...05.../2019



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ORDER TITLE:
Proposed Disabled Persons Parking Bay: Water Lane, Melbourne

PROJECT:
0

Scale (at A4):
1:250

REVISION:
0

Date:
10/04/2019

POLICY: TRAINING and DEVELOPMENT

PURPOSE:	To describe the policy for the Training and Development of Melbourn Parish Council Councillors and employed Staff.
SCOPE:	Staff and Councillors of Melbourn Parish Council. This Policy does not include the training requirements for Contractors and/or Service Providers to Melbourn Parish Council, these being part of separate binding written agreements that are tailored to meet specific needs and circumstances.

POLICY:**1. Principles**

- 1.1 It is the Policy of Melbourn Parish Council that all persons representing this body will be offered and will receive appropriate training to carry out their respective roles.
- 1.2 Training will be undertaken in a framework of personal development, and in a way that takes full account of the individuals' readiness, existing skills and knowledge.
- 1.3 The costs of all relevant training will be carried by the Melbourn Parish Council precept and proper forward planning will be exercised to ensure that adequate funding is available to meet predicted needs.
- 1.4 It is a condition of service that all persons covered by this Policy will co-operate with the training needs as identified.
- 1.5 Training needs will be defined by reviewing either (a), for paid staff, the individual job skills and other competencies required, or (b), the professional platform of knowledge required by those serving as Parish Councillors.
- 1.6 Melbourn Parish Council will strive to provide an environment that efficiently delivers high standards of training, and by so doing, underpinning the strategic plan.
- 1.7 Appropriate systems of monitoring will be installed, such as employee appraisal and Councillor training status assessment; these to indicate where training gaps exist and to direct and inform the development of each individuals' knowledge and skills.

2. Staff Training

- 2.1 The training of employees of the Council is seen as fundamental to all areas of service delivery and is basic to its integrity as part of the local authority structure. It is essential that employees aspire to be fully trained, in order to carry out their duties as safely, efficiently and effectively as possible.
- 2.2 Each member of staff will be reviewed through appraisal once a year. During this appraisal training and development needs are discussed. (See Policy and Procedure **5.11 Staff Appraisals**). A development plan will be created that outlines the training and development that each staff member will undertake during the period covered by the plan. Individual development plans will be linked to the Council's strategic plans, aimed at ensuring all staff members have the necessary skills and knowledge to deliver strategic plan objectives.
- 2.3 The Council will use training and development to achieve its objective of having a motivated and skilled workforce providing a high standard of service to the public. All employees have a duty to notify the Parish Clerk of any areas of work in which they feel they require training or re-training.
- 2.4 **Maintenance Staff** have a special duty to request training related to the use of tools and items of equipment that are unfamiliar or newly purchased. Such staff will participate in detailed reviews of all equipment used on the Parish Council Estate and assist with formal risk assessments and identification of subsequent training needs. Details of equipment training and safety decisions will be kept with personal files and reviewed, as required, at the time of staff appraisals.
- 2.5 **Administrative Staff** are required to declare formal evidence of past training and qualifications inasmuch as these are relevant to the job they are asked to perform. Staff members are encouraged to increase formal training where this will potentially improve or add to job performance and the efficiency of Parish Council operations. Where increased qualifications are recognised (such as CILCA for the Parish Clerks) the attainment of added qualifications is welcomed and may affect rates of pay.
- 2.6 The Parish Council reserves the right to refuse training requests from staff if these are not considered consistent with the strategic objectives of the Council.
- 2.7 Where relevant to the role, the Parish Council will support staff membership of professional bodies.

3. Councillor Training

- 3.1 The Council as a corporate body sets the policies of the Parish Council. In this context it is deemed essential that Councillors be afforded appropriate training. The training budget will also cover Councillor training.

- 3.2 All Councillors will be required to attend relevant training courses by appropriate service providers (see 3.3). This will form a coherent development plan with the objective of always having available a cohort of Councillors with the skills and knowledge to operate effectively, with integrity and in accordance with the Nolan principles. Training needs will be addressed through individual review, or as part of public meetings of the Council. Through these means it will be determined from Members those courses it would be appropriate for them to attend. As with paid staff, the Councillor development plan is linked to the Council's strategic plans, with the aim of ensuring the Councillors have the necessary skills and knowledge to deliver the corporate objectives.
- 3.3 The Council recognises that, because of its size, most formal training will be provided by outside bodies. It is the Policy of the Council to forge close links with various training providers including, Society of Local Council Clerks (SLCC) and National Association of Local Councils (NALC), in order that expert and timely training support can be accessed.
- 3.4 If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend.
- 3.5 New Councillors must undertake to complete basic training within 6 months of being elected/co-opted. This requirement remains in the case of past Councillors whose service to the Parish has lapsed for some reason and seek re-election.

4. Training Course Feedback

- 4.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.
- 4.2 Staff and Council Members are also required to report on the training course attended. Reports can either be verbally or hardcopy and should advise if there was anything learned that the Parish Council can use and implement in the future.
- 4.3 The purpose of feedback is to provide shared learning across the organisation, justifying training benefits and demonstrating value for money.

This document has been produced as a training strategy for the Council and will be reviewed annually at the Full Parish Council Meeting.

Document Approval:

(Chair to Melbourn Parish Council)



Date of Parish Council Meeting: 23 April 2019

POLICY & PROCEDURE: HARASSMENT & BULLYING

PURPOSE: To provide Policy and Procedural framework to respond to Harassment and Bullying in the workplace and elsewhere

SCOPE: This Policy and Procedure applies to Employees of Melbourn Parish Council. The Policy principles also apply to the treatment of Melbourn Parish Councillors, Service Providers, Contractors and to Members of the Public with whom the Council come into day-to-day contact

POLICY:**1. Principles**

- 1.1 The principles contained here for the management and control of **Harassment and Bullying** are consistent with the sister Policy **Equality and Diversity** (5.2). These two documents, taken together, form a complete position statement.
- 1.2 This document aims to better define the behaviours that comprise Harassment and Bullying and provide a procedural link to other Policies and Procedures where violations of the Equality Policy take place. The other Policies linked to this document are **Grievance** (5.4) and **Discipline** (5.5).

2. Definitions & Responsibilities

- 2.1 There is no simple definition of harassment and bullying. It takes many forms, occurs on a variety of grounds and may be directed at an individual or groups of individuals. As an employer, Melbourn Parish Council defines harassment as a form of employee misconduct that constitutes all unwanted actions or conduct that affects the dignity of women and men at work. This can include unwelcome physical, verbal or non-verbal conduct and action contrary to equal treatment for staff as regards access to work and employment, training, and working conditions. This applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation. Please refer to Section 2 of the Equality and Diversity Policy (5.2) for a list of the characteristics in which harassment can take place.
- 2.2 However, it is not just dependant upon possession of one of the 'protected characteristics' listed above – it applies to everyone. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient. This applies even when the actions or comments are directed at others.

- 2.3 We will bear in mind that behaviour considered to be harassment or bullying by one person may be judged as firm management by another. Most people will agree on extreme cases of bullying and harassment, but it is sometimes the 'grey' areas that cause most problems. The following are examples of unacceptable behaviour:
- Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief).
 - Copying memos, letters or emails that are critical about someone to others who do not need to know.
 - Ridiculing or demeaning someone - picking on them or setting them up to fail.
 - Exclusion or victimisation.
 - Unfair treatment.
 - Overbearing supervision or other misuse of power or position.
 - Unwelcome sexual advances or comments of a sexual nature, touching, standing too close, display of offensive materials.
 - Making threats or comments about job security without foundation.
 - Deliberately undermining a competent worker by overloading and constant criticism.
 - Preventing individuals progressing by intentionally blocking promotion or training opportunities.
- 2.4 The Equality Act 2010 added a new dimension to the definition of harassment - third party harassment. This means an employer is potentially liable for harassment of its employees by people (third parties) who are not employees of the organisation, such as customers and clients.
- 2.5 To be considered liable the harassment must have taken place on at least two previous occasions, the employer is aware of it and has not taken reasonable steps to prevent it from happening again. This applies to age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.
- 2.6 The unwanted nature of harassment distinguishes it from acceptable behaviour.
- 2.7 The steps to be taken for *Employees* if harassment is being suffered are set out below, Procedure Section 3.
- 2.8 When *Councillors, Service Providers, Contractors* are the subject of a complaint by a member of the public or vice versa, the matter should be raised informally with the Chair or Vice Chair following the same guidance as set out under Section 3 below. If the matter is upheld it may be necessary to refer the behaviour to CAPALC or another body for a formal disciplinary ruling or advice.

Again, the processes and guideline set out in Section 3 below should be used as a framework.

PROCEDURE

It is the duty of the Parish Council to take action against harassment or bullying if it becomes aware of a potential problem, even before a possible victim has reported such matters. The procedures for Harassment and Bullying broadly follow a similar path and principles and those for Grievance and Discipline, and are linked together.

3. Informal Procedure

- 3.1 Due to the subtle nature of harassment and bullying it is often necessary for you as the victim to first note and record unwelcome events, with details of place, date and the nature of the issue. If others are witness to the problem this should also be noted.
- 3.2 Unless circumstances make this very difficult you should then try to talk to the individual concerned, with a witness if possible, to explain that their conduct is unwelcome, considered by the recipient to be bullying or harassment and that it is to stop. (This procedure is encouraged in order to give you confidence to deal with what may be only a chance remark, which has not been intended to cause offence but has occurred due to a misunderstanding.
- 3.3 The treatment of the early stages of harassment and bullying should be assessed on a case-by-case basis. For low-level unwelcome behaviour it is reasonable to wait until the behaviour has occurred and been recorded **three times**. However, for serious violations it is right to proceed with the steps set out below, if not immediately, then at a time when the complainant is sure of their ground.
- 3.4 Once you as the victim feel matters have reached a point where someone must be informed you should make the complaint known to the Clerk. If the Clerk is involved directly in the matter the evidence and case should be notified to the Chair or Vice Chair of the Council. If the Chair or Vice Chair of the Council is involved in the complaint, the Chair must seek external advice on how to proceed.
- 3.5 Whoever receives the complaint of Bullying or Harassment will informally investigate, based on the evidence presented. This will be done by first discussing the events with the complainant and then with those about whom the complaint has been made. If there are witnesses these should also be interviewed.
- 3.6 The discussions will be kept confidential if this is possible. An assessment will be made by the investigating manager who will then share in confidence the conclusions with a member of the Council, preferably the Chair or Vice Chair, provided these are not already involved. A decision will be made and communicated to the persons involved.

3.7 Outcomes

The following are potential outcomes from investigation under the Informal Procedure:

- 3.7.1 The complaint or allegation seems unfounded due to a misunderstanding
- 3.7.2 It is agreed by all parties that matters were too trivial and the case is not carried further
- 3.7.3 The matter can be resolved with an apology or similar method, either written or verbal
- 3.7.4 For employees, the matter has substance and a course of action is agreed involving advice, guidance, training and monitoring through the normal supervisory processes. In this event a note of the action being taken will, with the offender(s)' knowledge, be placed on their personal file. The outcome of monitoring will be discussed with the alleged offender and recorded. This record may be used as evidence in the event of further harassment by the alleged offender at some subsequent stage, bearing in mind that the passage of time will reduce the 'weight' that can be attributed to it. Records will be kept for three years before they are deemed to expire.
- 3.7.5 For non-employees, i.e. councillors, service providers and members of the public there may be a number of best options, depending on circumstances. In such cases the Chair or Vice Chair of the Council will decide on the best course of action, if necessary with external assistance.
- 3.7.6 If the complaint is determined to have foundation, and is sufficiently serious, it will be referred to the Disciplinary Procedure (5.5) and action taken accordingly.
- 3.7.7 If you as the person bringing the complaint is not satisfied with the ruling and/or outcome you may formally raise the matter under the Grievance Procedure (5.4).


4. Formal Procedure

- 4.1 If after the steps taken under the informal procedure the corrective action has not been effective and the harassment or bullying continues, then the formal procedure must be instigated.
- 4.2 If, as per 3.7.6 above, the matter is found from the informal procedure investigation to be sufficiently serious the formal procedure must be instigated.
- 4.3 For employees, the formal procedure will follow the steps laid down in the Disciplinary Procedure (5.5). Please refer to this. The rights of follow up shown in Procedure 5.5 for both Appeal and Grievance apply.

- 4.4 The potentially sensitive nature of the harassment and bullying complaints may require the normal process for the disciplinary meeting to be adapted to minimise distress. In general, any departure from the normal process of disciplinary meetings will be determined by the needs of each case and should as a general rule, be put to both sides and agreed by them. In the event of disagreement the Chair of the Panel is final.
- 4.5 For serious complaints of harassment and bullying that affect Councillors, Service Providers, Contractors or Members of the Public, cases should be treated on their individual merits. Normally the Chair of the Council will decide on appropriate action either internally or by taking external guidance.

Document Approval:

(Chair to Melbourn Parish Council)



Date of Parish Council Meeting: 23 April 2019