

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

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

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk, District Cllr Hales, District Cllr Hart and four members of the public.

PC136/18 To receive and approve apologies for absence

There were no apologies. The Parish Clerk reported that Cllr Stead had resigned his seat. The parish Chair reported that that she had tendered her resignation from the Parish Council, effective at the end of the meeting.

PC137/18 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.

PC138/18 To approve the minutes of the Parish Council Meeting 26 November 2018

It was:

RESOLVED that the minutes of the Parish Council meeting held on 26 November be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Travis, seconded by Cllr Kilmurray – For: Cllrs Norman, Travis, Kilmurray, Clark. Against – Cllrs Hart, Cowley, Buxton. Abstentions – Cllrs Wilson, Barnes

PC139/18 To approve the minutes of the Parish Council Meeting 28 January 2019

A member reported a typo in question 4 of agenda item PC134/18. 'Where' should read as 'were'.

It was:

RESOLVED that the minutes, as amended, of the Parish Council meeting held on 28 January 2019 be approved as a correct record and duly signed by the chair

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

PC140/18 To report back on the minutes of the Parish Council Meeting 28 January 2019

The Parish Clerk reported in respect of agenda item PC131/18 b): The advert for volunteers for the Melbourn Futures Working Party had been published, and so far 3 members of the public had expressed an interest.

The report was **noted**.

PC141/18 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 the quotation to relocate the memorial stone within the same plot of land had been obtained by the original installers. The Parish Clerk reported

that this was the case. A member of the public re-iterated an offer to contribute financially to the relocation costs.

A member of the public queried if consideration had been given to appoint an independent body to scrutinise the Anglian Water remodelling scheme in respect of the development of 199 dwellings in New Road. District Cllr Hales reported that planners at South Cambs District Council were looking to do just that. A member of the public further commented that they were alarmed by the presentation recently given by Anglian water, and considered the proposed scheme of mitigation to be a short-term fix only.

A member of the public queried when the cancelled planning meeting from 11 February would be held. The Parish Clerk reported it would be on 11th March 2019

The Chair re-imposed standing orders.

PC142/18 Timebank Matters

a) To consider a report on Timebank activities to date

The Parish Clerk reported that Timebank numbers were increasing and the first exchanges were now taking place. Additionally there had been a number of applications for the position of Timebank co-ordinator and interviews were scheduled for week commencing 4th March 2019.

The report was ***noted***.

b) To consider a draft Terms of Reference for the Timebank Steering Group

A member queried if the target of 500 members signed up after 12 months operation was an achievable target? A member of the steering group indicated that it was probably not.

It was:

RESOLVED to adopt the draft terms of reference with targets removed.

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

PC143/18 To receive a combined report from District and County Councillors for Melbourn

Cllr Van de ven had sent apologies. A combined monthly report was circulated (attached herewith). Additionally, district Cllr Hart reported that South Cambs District Council were due to announce its preferred option for the East-West Rail route, and re-iterated the dates of the forthcoming public exhibitions.

The report was ***noted***

PC144/18 To receive the Clerk's Report.

A monthly report was circulated (attached herewith)

The report was ***noted***.

PC145/18 83 High St: To consider a report on the memorial stone.

The Chairman introduced the agenda item and indicated to members that voting would be structured in the following way:

1. In light of the information presented in the accompanying report, does the Council resolve to move the memorial stone from its current position?
2. If carried: the Council will resolve upon where the memorial may be moved to.
3. When a position has been agreed, the Clerk will obtain quotes to move the memorial stone.

There followed lengthy consideration of the accompanying report (attached herewith). Members focused initially on the appropriateness of the current location at 83 High St and the decision making process that led to its procurement and installation. Discussion occurred regarding potential other sites for the memorial stone, and the financial implications of such. Suggestions were made that the memorial stone could be relocated within the existing site, to a cemetery or other location in the village, donated to the Royal British Legion, or relocated out of the village altogether. Suggestions were further made that a consultation exercise should be undertaken with a view to seeking resident's views

on potential new locations.

It was:

RESOLVED to remove the memorial stone from its current position.

Proposed by Cllr Cowley, seconded by Cllr Clark – For: Cllrs Clark, Travis, Wilson, Cowley, Buxton, Kilmurray, Hart, Barnes. Against – None. Abstentions: Cllr Norman.

AND

RESOLVED to register 83 High St with the Land Registry.

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

PC146/18 Governance Matters:

a) To receive and consider the interim report from the internal auditor

It was:

RESOLVED to receive the report and adopt the recommendations therein.

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

b) To consider a recommendation from the Parish Clerk on Data Protection Officer services

The Parish Clerk reported that the Council's Data Protection Officer services, currently supplied by the Local Council Public Advisory Service, had failed to respond to a data access request, resulting in the statutory timeframe for compliance lapsing without satisfactory resolution.

It was:

RESOLVED to terminate the Data Protection service provided by LCPAS and appoint the Parish Clerk as interim Data Protection Officer.

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

PC147/18 Finance Matters:

a) To receive and consider the Monthly Finance Report.

It was:

RESOLVED to receive the monthly finance report.

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

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

It was:

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

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

PC148/18 HR Matters:

a) To consider the adoption of an employment policy.

Cllr Hart reported that there would be an informal meeting in the near future for the purposes of updating Council on the current suite of policies.

It was:

RESOLVED to adopt the employment policy.

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

b) To consider the adoption of a salary review policy

It was:

RESOLVED to adopt the salary review policy

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

c) To consider the adoption of a recruitment policy

It was:

RESOLVED to adopt the recruitment policy

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

PC149/18 To note date of next meeting: 25 March 2019

The Chair closed the meeting at 20:47