

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 15 June 2020 via Zoom (meeting link - <https://zoom.us/j/96273146235>) 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), Baker, Barnes, Buxton, Hart, Kent, Kilmurray, Travis, Wilson

Absent: None

In attendance: Claire Littlewood – Assistant Clerk, Gabby van Poortvliet, RFO, County Cllr Van de ven, District Cllr Hales, District Cllr Hart

PC001/20 To receive nominations and to elect the Chair of the Parish Council

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year. Cllr Clark to sign the Declaration of Office once restrictions on meetings are lifted.

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

PC002/20 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 to elect Cllr Cowley as Vice Chair of the Parish Council for the new civic year. Cllr Cowley to sign the Declaration of Office once restrictions on meetings are lifted.

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

PC003/20 To receive and approve apologies for absence

None received.

PC004/20 To receive any Declarations of Interest and Dispensations

Requests for dispensations were received from Cllrs Travis and Kilmurray with regard to item PC018/20 as directors of Melbourn Community Hub Management Group.

Written dispensations were granted by the Assistant Clerk to Cllrs Travis and Kilmurray to participate in the discussion with regard to item PC018/20 but not to vote.

PC005/20 Chairs' Announcements – For information only

Chair thanks Cllrs for attending the online meeting.

PC006/20 To approve the minutes of the Parish Council Meeting 27 May 2020

It was:

RESOLVED to accept the minutes of the Parish Council meeting on 27 May 2020 as written.

Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC007/20 To report back on the minutes of the Parish Council Meeting 27 May 2020

Grant applicants have been notified of the outcome of their application.

PC008/20 To receive the Clerk's Report

There was no report available.

PC009/20 Appointment of Standing Committees

a) Planning Committee (max eight Cllrs)

Cllr Kilmurray
Cllr Wilson
Cllr Cowley
Cllr Clark
Cllr Buxton
Cllr Hart
Cllr Kent

b) Finance & Good Governance Committee (max nine Cllrs)

Cllr Cowley
Cllr Kilmurray
Cllr Clark
Cllr Barnes
Cllr Hart

c) Maintenance Committee (max six Cllrs)

Cllr Travis
Cllr Clark
Cllr Cowley
Cllr Baker
Cllr Kilmurray
Cllr Barnes

d) MAYD Joint Committee (max three Melbourn Cllrs)

Cllr Travis
Cllr Barnes
Cllr Hart
Cllr Clark

*[Post meeting note: MAYD Terms of Reference refer to 3 Melbourn Parish Councillors.
Cllr Clark will not join the MAYD Joint Committee]*

PC010/20 Appointment of Standing Working Parties

a) Melbourn Futures Working Party

Noted that current Chair and Vice Chair of Futures Working Party are standing down. Cllrs Kilmurray and Clark indicated that they would like to join the WP. To be discussed further.

b) Website Working Party

Cllr Baker
Cllr Kilmurray
Cllr Barnes

PC011/20 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses
- b) Board of Trustees of Martin's Charity
- c) Board of Trustees of Triggs Charity Trust
- d) Melbourn Mobile Warden Scheme
- e) Melbourn and Meldreth Luncheon Club
- f) MAYD

The reports were noted.

PC012/20 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of public in attendance. Comments received from a member of the public with reference to PC018/20 had been circulated to Cllrs in advance of the meeting.

PC013/20 Governance:

- a) To consider a draft calendar of meetings for the forthcoming civic year

Subject to a correction to the day of the Maintenance Meeting on 8 June 2020, the new calendar of meetings was noted.

- b) To note decisions taken by email during Covid-19 period of restrictions to physical meetings

The decisions with supporting documents were noted.

[19:52 – County Cllr van de Ven joined the meeting]

PC014/20 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven reported on:

Test and Trace in various settings.

A10 Greater Cambridge Partnership – meeting next week.

Foxton Travel Hub.

Melbourn Greenway – project to include cycle path to Royston and bridge over A505.

Improvements may be of interest to Futures WP.

A member queried how the local Track and Trace fits with the national scheme. Cllr van de Ven noted there were challenges.

District Cllr Hart noted importance of local knowledge. Also reported that SCDC are managing to maintain regular green bin collections.

[County Cllr van de Ven and District Cllr Hart left the meeting]

PC015/20 Finance Matters:

- a) To receive and consider the year end finance report and approval of ring fenced reserves

Chair thanked the RFO for providing a very comprehensive report.

It was:

RESOLVED to receive the year end finance report and approve the ring fenced reserves.

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

- b) To receive and consider the approvals list for March, April and May 2020

Signed:..... Dated:....27/07/2020

It was:
RESOLVED to receive and approve the approvals list for March 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.

It was:
RESOLVED to receive and approve the approvals list for April 2020.
Proposed by Cllr Travis, seconded by Cllr Cowley. All in favour.

It was:
RESOLVED to receive and approve the second approvals list for April 2020.
Proposed by Cllr Cowley, seconded by Cllr Buxton. All in favour.

It was:
RESOLVED to receive and approve the approvals list for May 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

c) To receive and consider finance report for May 2020

It was:
RESOLVED to receive the finance report for May 2020
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

PC016/20 Annual Governance and Accountability Return 2019/2020: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration

Council considered governance statements 1 – 8 in turn (statement 9 not being applicable).

It was:
RESOLVED to tick 'yes' for governance statement 1
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 2
Proposed by Cllr Wilson, seconded by Cllr Baker. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 3
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 4
Proposed by Cllr Barnes, seconded by Cllr Baker. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 5
Proposed by Cllr Cowley, seconded by Cllr Travis. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 6
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 7
Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour.

It was:
RESOLVED to tick 'yes' for governance statement 8
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.

It was:
RESOLVED that the Chair and the Assistant Clerk (in the absence of the Clerk) would sign the Declaration.
Proposed by Cllr Travis, seconded by Cllr Hart. All in favour.

PC017/20 Annual Governance and Accountability Return 2019/2020: To consider signing the Accounting Statements 2019/2020.

It was:
RESOLVED that the Parish Chair would sign section 2 of the AGAR.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

PC018/20 Melbourn Community Hub: To consider quotes for protective screening in preparation for re-opening to the public

Two quotes for clear perspex were circulated. It was noted that comments had been received from a member of the public expressing concern as to the cost of the screens. There was discussion with regard to how the screens would be fixed to avoid damaging the counter and floor. Also important that the counter should be kept clear for service.

Chair invited a proposal to accept the quote from DG Exhibitions Worldwide in the sum of £3,327.94 + VAT. No proposal was made.

Chair invited a proposal to accept the quote from SS Graphics Limited in the sum of £2,380 + VAT.

It was:
RESOLVED to accept the quote from SS Graphics Limited in the sum of £2,380 + VAT to supply and fit clear screen at the Hub café.
Proposed by Cllr Hart, seconded by Cllr Barnes. In favour: Cllrs, Barnes, Clark, Baker, Wilson, Hart, Kent, Buxton, Hart. Against: Cllr Cowley.

Cllrs Travis and Kilmurray had declared an interest in this item and did not participate in the vote.

PC019/20 To receive a report from the MCCR

The report was received. The Chair noted the support that the MCCR had provided to local residents over the last 3 months.

PC020/20 Policies and Terms of Reference:

a) To receive an update on the Policy Review Schedule

The Policy Review Schedule was received. Committee and Working Party chairs were requested to undertake rolling reviews of highlighted policies to ensure that all policies are kept updated.

b) To note Terms of Reference for the MCCR

The Terms of Reference of the MCCR were noted.

c) To note Terms of Reference for MAYD Joint Committee

The Terms of Reference for MAYD were noted.

PC021/20 HR Matters:

- a) To receive and consider Terms of Reference for the HR Panel

[Post meeting note: No resolution was made to approve the Terms of Reference for the HR Panel. This item will be deferred to the next meeting of the Parish Council.]

- b) To receive any updates and consider actions

Chair of the HR Panel provided an update on a new Risk Assessment for safe working practices for the Wardens.

PC022/20 To consider and agree resumption of regular street inspections

Road allocations were circulated. Inspections to be carried out by end of July. Reports to be supported by photographs where possible.

PC023/20 To note the date of next meeting: 27 July 2020

The next meeting of the Parish Council was noted for 27 July 2020 at 7.30pm.

The meeting closed at 20:38