

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 27 July 2020 via Zoom 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, Hart, Kent, Kilmurray, Travis, Wilson

Absent: None

In attendance: Simon Crocker – Parish Clerk, County Cllr Van de ven, District Cllr Hales and one member of the public

PC024/20 To receive and approve apologies for absence

Apologies were received from Cllr Buxton. Acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved

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

PC025/20 To receive any Declarations of Interest and Dispensations

Cllrs Travis and Kilmurray declared disclosable pecuniary interest in agenda items PC032 a) and PC032 c) as hub directors. The Parish Clerk reported that both Cllrs had been issued dispensations which permitted them to participate in discussions but not vote.

Cllr Wilson declared a non-statutory interest in agenda item PC032 c) as he knows the quote provider

PC026/20 Chairs' Announcements – For information only

The Parish Chair emphasised the new access arrangements to be followed during the present Covid—19 outbreak

PC027/20 To approve the minutes of the Annual Parish Council Meeting 15 June 2020

It was:

RESOLVED that the minutes of the Annual Council meeting held on 15 June 2020 be approved as a correct record and duly signed by the Chair.

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

PC028/20 To report back on the minutes of the Annual Parish Council Meeting 15 June 2020

There were no actions to report.

PC029/20 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.

A member of the public had submitted written questions in advance of the meeting. The Chair reiterated that while meetings are being held remotely, questions submitted would be minuted, a written answer supplied to the question asker within 14 days, and answers minuted at the next meeting.

Questions submitted:

PC032/20 Melbourn Community Hub: c) To consider a quotation for Project Management from Tom Upcraft.

a) has the PC acquired this independently, or is it provided by the company ("the hub") that wants the work undertaken?

b) has the PC tried to acquire three quotes for the work ?

c) There seems to not even be an outline as to what the estimate is meant to cover

PC030/20 Governance:

- a) To appoint another Councillor to check bank reconciliations

It was:

RESOLVED. To appoint Cllr Kent as the Cllr responsible for independently checking bank reconciliations.

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

- b) To consider the Internal Auditor's report

The report was **noted**.

- c) To receive reports from the District and County Cllrs for Melbourn

County Cllr Van de ven had previously submitted a monthly report (attached herewith). The report was **noted**,

- d) To note remote decisions taken (*Dynamos, PA System, Instructing Solicitors – TTP, Re opening play areas*)

The report was **noted**.

PC031/20 Finance Matters:

- a) To receive and consider the approvals list for June and July 2020

It was:

RESOLVED that the monthly transaction list for June 2020 be received and approved
Proposed by Cllr Hart, seconded by Cllr Baker – All in Favour.

It was:

RESOLVED that the monthly transaction list for July 2020 be received and approved
Proposed by Cllr Wilson, seconded by Cllr Barnes – All in Favour.

- b) To approve an increase in allotment rentals

It was:

RESOLVED to increase the annual allotment rental for St Georges from £25.00 to £27.00 and Grays from £21.00 to £21.50, effective 01 October 2020

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

- c) To approve maintaining pavilion hire charges and match fees at current levels

The approval was **noted**

- d) To consider a proposal for a block booking September 2020

It was:

RESOLVED to delegate authority to the Parish Office to produce and negotiate a block booking following an enquiry received by a potential hirer.

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

PC032/20 Melbourn Community Hub:

- a) To receive a financial forecast report and request for payment of £15,000 grant

Cllrs Travis and Kilmurray left the meeting

It was:

RESOLVED to receive the report and approve the payment.

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

Cllrs Travis and Kilmurray re-joined the meeting

- b) To note arrangements for access to the parish office

The Parish Chair reiterated the access arrangements for the Parish Office (attached herewith). Access is by appointment only and social distancing rules of the Hub must be followed. The report was **noted**.

- c) To consider a quotation for Project Management from Tom Upcraft

Cllr Wilson left the meeting.

Cllrs Travis and Kilmurray answered questions and left the meeting prior to a vote

It was noted the quote was in several parts, and the tendering process would seek to generate several bids. The first part only (initial preparation) was considered

It was:

RESOLVED to accept the initial part of the quote for £375.00, subject to a re-write of the quote, and clarity that the work is for Melbourn Community Hub, to include:

- To produce a detailed schedule of works taking into consideration:
- All site preparation requirements, RAMS, access and
- operating hours for the project
- Technical details & viability
- Obtaining costs for professional services such as
- engineering
- Obtaining quantity and costs for all materials
- Packaging up all information into a tender document
- Sending tender to various local tradespeople /
- companies
- Fielding technical question associated with tender
- Reporting information back to the parish council
- Solicit any professional services required

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

Cllrs Travis, Wilson and Kilmurray re-joined the meeting

- d) To receive any updates and consider actions

There were no further updates

PC033/20 MCCR :

- a) To note successful grant application for £2,165 from CCF

The grant was **noted**

- b) To consider a request from the Timebank Coordinator to allocate hours to winding up MCCR

Cllrs expressed their gratitude and admiration for the work done over the last few months by the MCCR team.

It was:

RESOLVED to approve the request to allocate timebank hours to winding up the MCCR.

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

PC034/20 Policies and Terms of Reference:

- a) To consider adopting the Gift and Hospitality Policy

It was:

RESOLVED to adopt the policy.

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

- b) To consider adopting the Safeguarding Children and Adults at Risk Policy

It was:

RESOLVED to adopt the policy

Proposed by Cllr Baker, seconded by Cllr Travis – All in Favour.

AND

RESOLVED to instruct the Parish Office to seek suitable training providers
*Proposed by **Cllr Cowley**, seconded by **Cllr Hart** – All in favour.*

- c) To consider adopting the Expenses Policy

This item was deferred to a future meeting

- d) To consider adopting Policy and Procedure for Verification of Bank Reconciliations

This item was deferred to a future meeting.

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

It was:

RESOLVED to adopt the policy.

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

- f) To receive any updates and consider actions

There were no further updates

PC035/20 To note the date of next meeting: 28 September 2020

The Chair closed the meeting at 21:01

Melbourn Parish Council July 2020 District and County Councillors' report

Covid-19: Local Outbreak Control Plan: All local public authorities via Directors of Public Health have been directed by government to submit a Local Outbreak Control Plan, which includes a responsibility for managing the Test and Trace system at local level for 'settings' such as workplaces, schools, care homes, etc. Cambridgeshire and Peterborough's Plan was submitted on June 30 and will be further adapted to reflect increased powers to local authorities to implement local restrictions. The key message from our own Director of Public Health was that Test and Trace will not work without continuing the same socially distancing measures that have been in place until now. There was a clear message too that any changes or seeming inconsistencies in government messaging should not predominate and that the public health message on key measures to prevent another outbreak must lead the way.

Multi-use community buildings and Covid-19: Community centres, village halls, and other multi-use community facilities support a wide range of local activity. Of course, their communal nature also makes them places that are vulnerable to the spread of COVID-19. The Ministry of Housing, Communities and Local Government (MHCLG) has published [guidance for those managing multi-use community facilities](#) to prepare for re-opening when restrictions have lifted. It signposts to relevant guidance on a range of different activities that can take place in these spaces.

Currently, community centres are closed except where they are used to provide permitted activities as set out in the [premises closure guidance](#). Many community facilities are also workplaces and those responsible for the premises should therefore be aware of their [responsibilities as employers](#). This guidance will be updated as we move into the next step for easing restrictions and when other guidance relevant to multi-use facilities are produced.

Devolution White Paper: In a recent response to a [Written Question](#), the Local Government Minister Simon Clarke confirmed that the Devolution White Paper will be published in the Autumn and indicated that it will include plans for the restructuring of local institutions: the establishment of more mayors and more unitary councils, with populations "substantially in excess of 300,000-400,000".

There are currently 56 Unitary Authorities in England, of these, only five have a population greater than 400,000. The previous round of devolution deals saw the Government express a clear preference for Mayoral Combined Authorities. As we already have one of these in Cambridgeshire and Peterborough it is not clear what will happen to its constituent 13 authorities.

You'll have seen reports in the press about this.

Foxton Travel Hub southern option approved by the Greater Cambridge Partnership: There were very strong local objections including from Susan to both options, on the basis that scheme is mainly a large car park, disproportionate to size of station, inherently difficult access to station with the often gridlocked A10 to cross, propensity to exacerbate A10 problems on this stretch, likely to attract commuters seeking to save the high parking charges at Royston, and lacking much detail on the other 'travel hub' features one would expect to see. Also a challenge on the basis of diminished take-up of public transport post-Covid. The decision-makers concurred that the delivery of the car park could be broken down into a phased approach. More work is ongoing to sort out a number of details around the level crossing so much still remains to be seen.

Melbourn Greenway approved by GCP. (Report from the A10 Corridor Cycling Campaign already circulated)

Melbourn Bury Planning Application: Jose has asked for further update to clarify a number of issues relating to this application, and we hope to have more information in time for the meeting itself.

Emergency Active Travel Fund: Government has introduced a number of Covid-response funds to encourage active travel (walking, cycling, and other non-motorized user travel), but with very tight timescales to submit bids. Only a small number of South Cambs villages were invited to apply for the

Emergency Active Travel Fund, including Melbourn. There was a one-week window from notification to deadline to submit bids on July 24. Therefore, Susan informally consulted the parish council, the Primary School and Village College Heads, and the County Council's School Crossing Patrol officer team, and on the basis of supportive responses and a host of other factors, submitted a bid for a temporary 20MPH speed limit scheme - letter attached.

Parish Council Office Access – Special Covid-19 Arrangements

Background Assumptions

The Parish Council Office is a confined space and those working in it must have control over the way in which people enter and visit for the protection of all parties. Access to anyone who does not normally work in the Parish Council Office is at the discretion of those who do work in it.

Operational Guidelines

1. Access for Parish Council staff members who are normally based in the office will be through the Hub rear door entrance from the outside and via Brooksbank Close.
2. Access to anyone who does not normally work in the Parish Council office will be by prior appointment. This applies to other Parish Council Staff, Councillors, Contractors, Service Providers and the General Public.
3. The Parish Council will take steps to notify all the above constituencies of this requirement, by the best means available. Appointments will normally be made in advance by telephone.
4. Those with an appointment to visit the Office must also access the upper floor and Office via the rear door of the Community Hub, entering from the outside and Brooksbank Close.
5. If a Parish Council Office visitor inadvertently arrives at the Hub front entrance (which will be for Café clients only) they will be made to queue and wait in line for processing into the Café foyer.
6. The Hub person on duty for 'Meet & Greet' will then advise them that an appointment is needed and that access should be from the Rear entrance.
7. The Hub person will take the contact details of the visitor and direct them to sanitise their hands. They will then ask the visitor to leave by the front of the building by guiding them safely through the café and double doors to the Brooksbank steps. Visitors should not be allowed through the building directly to the rear stairs, as this will encourage a routine short cut option.
8. It will be the responsibility of the visitor to make an appointment to visit the Parish Council Office. Hub staff will not be involved in calling or contacting Parish Council staff members to see if it is a convenient time

John Travis/Jeannie Seers

July 16th 2020