

## 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 £20.00 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