

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 26 October 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 <https://zoom.us/j/91744439225> or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Hart, Kent, Kilmurray, Travis, Wilson

Absent:

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

- PC051/20 To receive and approve apologies for absence**
Apologies received from Cllr Kilmurray. Acceptable reasons were given.
It was:
RESOLVED to accept Cllr Kilmurray apologies for absence.
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- PC052/20 To receive any Declarations of Interest and Dispensations**
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate
Cllrs Travis and Kilmurray declared an interest in items PC060/20a) to d) **Community Hub Matters** as Directors of the Hub Management Group. Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.
- PC053/20 Chairs' Announcements – For information only**
The Chair welcomed Sophie Marriage, Assistant to the Clerk, to the Parish Council and to the meeting.
- PC054/20 To note a correction to the minutes of the Parish Council Meeting on 28 September 2020**
The correction previously noted in the minutes of 28 September with regard to the allotment rental increases approved at the Parish Council meeting of 27 July was not required and was removed from the minutes of 28 September 2020.
- PC055/20 To approve the minutes of the Parish Council Meeting held on 28 September 2020**
It was:
RESOLVED to approve the minutes of the Parish Council meeting held on 28 September 2020 as an accurate record of the meeting.
Proposed by Cllr Wilson, seconded by Cllr Buxton. All in favour.
- PC056/20 To report back on the minutes of the Parish Council Meeting held on 28 September 2020**
PC045/20c) Terms of Reference for MFWP to be reviewed by Finance and Good Governance Committee.
- PC057/20 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 was in attendance and was invited to address the meeting. The member of the public noted that she had written to the parish office with concerns about the state of various footpaths and roads in the village, particularly Orchard Road, Orchard Way, Russett Way, Water Lane, Beechwood Avenue, Back Lane. The member of the public noted that she had reported her concerns to the Highways Authority. Also noted concern over parking and speed of traffic on the High Street. Chair thanked the member of the public for raising these issues and suggested that District and County Cllrs reports to be discussed at PC058/20a) might provide some further information. A member noted that parked cars on the High Street may provide a form of traffic calming by slowing the speed of vehicles.

PC058/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn
County Cllr van de Ven presented the report. County Cllr van de Ven thanked the resident for bringing her concerns to the meeting and noted that she and District Cllr Hales had met with a Highways Officer in September. Awaiting follow up from the meeting but hopes to have an update for the next Parish Council meeting. Noted that there have been no improvements to the footpaths in Melbourn for many years. Noted that Highways have a very small allocation of funds for improvements and maintenance. **ACTION:** Clerk to forward contact details of resident to County Cllr van de Ven for follow up discussion.
District Cllr Hales noted that he had made requests for improvements to Back Lane. Highways have indicated this is part of a 3 year cycle of road improvements. Also noted challenges of parking enforcement.
A member noted the road inspections carried out periodically by parish councillors will further inform the overall picture with regard to repairs and improvements required.
- b) To consider the External Auditor's report
The report was noted.
- c) To consider executing an indemnity in respect of an S106 agreement related to the Melbourn Science Park expansion project
It was:
RESOLVED to execute the indemnity in respect of the s106 Agreement related to the Melbourn Science Park expansion project.
Proposed by Cllr Wilson, seconded by Cllr Barnes. In favour Cllrs Cowley, Hart, Baker, Buxton, Kent, Clark. Abstain: Cllr Travis
- d) To receive an updated report from the MCCR
The report was received.

PC059/20 Finance Matters:

- a) To consider the monthly finance report
The report was received.
- b) To receive and consider the approvals list for October 2020
It was:
RESOLVED to approve the approvals list for October 2020 for payment.
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- c) To consider retrospective approval for s137 expenditure on Remembrance Day Wreath
It was:
RESOLVED to retrospectively approve s137 expenditure in the sum of £17 for a Remembrance Day Wreath.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- d) To consider retrospective approval for repairs to the Parish clock
It was noted that the parish clock had been repaired in August. Subsequently a member noted that the clock was again showing the incorrect time. **ACTION:** Clerk to obtain quotes for repair.
It was:
RESOLVED to retrospectively approve the payment of £231.60 to Smith of Derby.
Proposed by Cllr Travis, seconded by Cllr Hart. All in favour.
- e) To consider retrospective approval for expenditure on the Parish Van
It was:
RESOLVED to retrospectively approve the payment of £116 for MOT and repairs to the parish van.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- f) To consider quotations for repairs to fencing at Worcester Way play area
Two quotes were considered for repairs to fencing bordering County Farms land.
It was:
RESOLVED to accept the quote from Herts & Cambs Ground Maintenance (items 1 and 2 only) totalling £2,070 + VAT.
Proposed by Cllr Cowley, seconded by Cllr Buxton. All in favour.

Noted that item 3 on the quote should be referred to the Maintenance Committee for further discussion.

- g)** To note an adjustment to the IT support contract with Lucid Systems
Additional support costs of £20 per month to the IT support contract were noted. These costs relate to the addition of the shared drive which was installed to enable parish office staff to work from home.

[20:06 : Cllr Kilmurray joined the meeting]

- h)** To consider funding an Interpretation Board for New Road Cemetery out of Community Benefit Funds
It as noted that Cllr Barnes has designed and prepared an illustration for an interpretation board with information relating to the Saxon Burial Mound at New Road Cemetery. Cllr Barnes was thanked for her work on this project.
Discussion with regard to allocating Community Benefit Funds for purchase, delivery and installation of the interpretation board.
It was:
RESOLVED to approve funding up to a maximum of £1,000 for the purchase, delivery and installation of an interpretation board at New Road Cemetery from Community Benefit Funds.
Proposed by Cllr Travis, seconded by Cllr Hart. All in favour.

PC060/20 Community Hub Matters:

- a)** To consider retrospective approval for s106 expenditure for a replacement marquee
It was noted that a replacement marquee has been purchased by the Hub. Two quotes were presented (House of Tents £2,139.69 and Gala Tents £1,888.40). The cost of the marquee will come from a re-allocation of s106 monies for previously identified Hub projects which will not proceed this year.
It was:
RESOLVED to retrospectively approve re-allocation of s106 monies for the purchase of a replacement marquee in the sum of £1,888.40 from Gala Tents.
Proposed by Cllr Buxton, seconded by Cllr Baker. In favour : Cllrs Cowley, Hart, Kent, Wilson, Clark, Barnes. Abstain: Cllrs Travis and Kilmurray.
- b)** To consider two quotations for replacement of emergency lighting at the Community Hub
Two quotations for were considered (Greg Barnaby £1,875.00 and PJ Robinson £1,465) It was noted that the quotation from PJ Robinson did not include all the elements of work required. Noted that undertaking this work is a legal requirement.
It was:
RESOLVED to approve the quotation from Greg Barnaby for £1,875 for replacement of emergency lighting.
Proposed by Cllr Wilson, seconded by Cllr Barnes. In favour: Cllrs Buxton, Baker, Cowley, Hart, Kent, Clark. Abstain: Cllrs Travis and Kilmurray
- c)** To consider retrospective approval for emergency drainage works to Hub terrace
Noted that this essential work has been undertaken by a contractor on a cost only basis (no costs for labour). Costs are likely to include hire of mini digger and some materials.
It was:
RESOLVED to retrospectively approve the emergency drainage work to the Hub terrace up to a maximum of £800 to cover hire of equipment and materials.
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barnes, Buxton, Baker, Cowley, Kent, Clark. Abstain: Cllrs Travis and Kilmurray.
- d)** To consider quotations for purchase of hardware for EPOS system
Two quotes for hardware were considered (EPOSNow £392.59 and Fry Scales £900). Noted that due to Covid regulations table service was mandatory. This resulted in additional staffing costs. EPOS system will make ordering more streamlined and accurate. Ongoing support costs will be paid by the Hub.
It was:
RESOLVED to accept the quotation from EPOSNow for hardware only in the sum of £392.59.

Proposed by Cllr Hart, seconded by Cllr Cowley. In favour: Cllrs Wilson, Barnes, Buxton, Baker, Kent, Clark. Abstain: Cllrs Travis and Kilmurray.

- e) To receive an update on the Hub extension project
A member of the MCHMG provided an update on the Hub extension project following a meeting with the project manager. Project manager is now preparing schedule of works. It was noted that the extension project will be funded entirely from s106 monies and grant funds obtained from Cambridgeshire County Council. Expenditure will be administered by the Parish Council and the RFO and Clerk will be fully involved in the process.

PC061/20 HR Matters : To receive and consider any updates from the HR Panel
Chair of the HR Panel welcomed the new Assistant to the Clerk and provided an update on recent meeting to set objectives with the Clerk.

PC062/20 Risk Assessments : To consider any risk assessments needing to be brought to Council's attention

It was noted that youth club will re-start at the Pavilion on Monday, 2 November. A risk assessment received from Groundwork East was noted.

PC063/20 Policies and Terms of Reference:

- a) To consider approving the Financial Risk Register
It was:
RESOLVED to approve the Financial Risk Register.
Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour.
- b) To consider approving Terms of Reference for the Finance & Good Governance Committee
It was:
RESOLVED to approve the Terms of Reference for the Finance & Good Governance Committee.
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.
- c) To consider approving the Policy and Procedure to Evaluate the Effectiveness of Internal Audit
It was:
RESOLVED to approve the Policy and Procedure to Evaluate the Effectiveness of Internal Audit
Proposed by Cllr Baker, seconded by Cllr Cowley. All in favour.

PC064/20 To note the date of next meeting: 23 November 2020

The date of the next meeting is 23 November 2020

The meeting closed at 20:40