

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**An online meeting of this Council was held on Monday, 11 January 2021 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/94432910188> or on request to the Clerk

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

Absent:

In attendance: Claire Littlewood – Parish Clerk, Gabrielle Van Poortvliet – RFO, Sophie Marriage – Assistant to the Parish Clerk, County Cllr Van de Ven and District Cllr Hales

PC084/20 To receive and approve apologies for absence

Apologies were received from Cllr Wilson. Appropriate reason was given.

It was:

RESOLVED to accept apologies from Cllr Wilson

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

Cllr Barnes did not participate in the vote due to internet connection issues.

PC085/20 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 PC092/20d) and PC092/20i) as Directors of the Hub Management Group. Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.

PC086/20 Chairs' Announcements – For information only

Chair wished everyone a happy and safe New Year and announced that Melbourn Futures Working Party would hold its second meeting at the end of January.

PC087/20 To approve the minutes of the Parish Council Meeting held on 23 November 2020

Noted: Under item PC073/20d) the grant money for Melbourn Primary School was granted under s139 of the Local Government Act 1972 (the award to be made from s137 allowance)

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 23 November 2020 as a true record.

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

Cllr Barnes did not participate in the vote due to internet connection issues.

PC088/20 To report back on the minutes of the Parish Council Meeting held on 23 November 2020

PC076/20 To note that the additional funding for the MCCR will be paid into over to the Hub to be administered directly for the support of local residents

PC089/20 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. No members of the public were present

District Cllr Hales joined the meeting

PC090/20 To consider setting the precept for the financial year 2021/22

The Chair of Finance and Good Governance Committee introduced the item and thanked the RFO and Clerk for their hard work. The draft budget had been discussed in a working party, before being produced by the Finance and Good Governance Committee. A proposed precept of £275,300 representing a band D equivalent of £137.61, which is an increase of 0.4% (£0.54 per annum).

It was:

RESOLVED to request a precept of Two hundred and seventy-five thousand, three hundred pounds.

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

County Cllr Van de Ven joined the meeting

Chair amended the order of meeting to accommodate County Cllr van de Ven and District Cllr Hales

PC094/20 Governance Matters:

a) To receive a combined report from the District and County Cllrs for Melbourn
Report received.

Items highlighted were:

- Highways have offered to systematically empty the blocked gullies in the village
- County Cllr Van de Ven thanked those who have reported issues to highways
- The difficulties facing schools and teachers due to Covid.
- In December 2020 Govia Thameslink reinstated the regular 30 minute service to Cambridge from Meldreth, but now not in service due to the current lockdown. Looking to provide a morning peak time London service.

PC093/20 Planning Matters :

To receive an update on the proposed Thakeham development
District Cllr Hales and County Cllr Van de Ven have helped set up SWCAG (South West Cambridge Community Action Group). The public are encouraged to look at the website (www.swcag.org.uk) to find out more information.
District Cllr Hales clarified that SCDC has had no involvement in the development and the decision is up to elected members not planning officers.

PC091/20 Melbourn Community Hub Expansion: To receive updates and consider any actions
It has been agreed to extend the deadline to allow for additional tenders to be submitted.

PC092/20 Finance Matters:

- a) To receive and consider the monthly finance report
The report was received
- b) To receive and consider the approvals list for December 2020
It was:
RESOLVED to approve approvals list for December 2020
Proposed by Cllr Kilmurray, seconded by Cllr Baker. All in favour
- c) To approve payment of £3,000 community benefit grant to Melbourn Primary School PTFA from s137
It was:
RESOLVED to approve payment of £3,000 community benefit grant to Melbourn Primary School PTFA from s137 allowance
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour
- d) To consider approving payment of the PC Hub licence fee
It was:
RESOLVED to approve payment of the PC Hub licence fee in the sum £13,400
Proposed by Cllr Baker, seconded by Cllr Cowley. All in favour.

- e) To consider a request from Melbourn Dynamos to review their annual payment
Noted that councillors are sympathetic to the request. Further detail to be sought. ACTION: Clerk to contact Dynamos to establish how much of the season has been lost due to COVID restrictions.
- f) To consider a quotation from Airway for the aircon maintenance contract
A query was raised regarding the additional costs that may be incurred as a result of return visits when additional repairs or replacement parts are required.
ACTION: Clerk to obtain additional information from Airway, before a decision can be made.
The item was deferred
- g) To consider a request from SCDC re street lights in Vicarage Close
It was:
RESOLVED to accept the proposal from SCDC that the Parish Council take responsibility for the electricity supply to the three upgraded street lights on Vicarage Close at the estimated cost of £20 per year for each light.
Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour
- h) To consider quotations for IT support
It was noted that, after considering a second quote from Saker, the decision was made to remain with Lucid System at £126.60 per month.
- i) To consider quotations for repairs to underfloor heating at the Hub
This item was deferred to the next meeting because a second quotation has not been received
- j) To consider any other updates and consider actions
None were received

PC094/20 Governance Matters:

- b) To consider requesting a review of the planned installation of speed cushions on New Road
Council received a recommendation by the Futures Working Party to request a review of the planned installation of speed cushions to replace the existing speed bumps.
ACTION: Clerk to seek more information on the effectiveness of speed cushions and ascertain if the replacement will include additional traffic calming along New Road.
This item was deferred.
- c) To note an email decision with regard to hedge works at Orchard Road Cemetery
Decision was taken in advance so the work could be carried out before nesting season.
It was noted that, after considering a second quotation from Shire Trees Limited, the quotation from Herts & Cambs Ground Maintenance was accepted and the work is now complete.
- d) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC
It was
RESOLVED to renew memberships/subscriptions
Proposed by Cllr Buxton, seconded by Cllr Cowley. All in favour

PC095/20 To receive the Timebank Coordinator's report
Report received.

PC096/20 HR Matters:

- a) To discuss the Timebank Coordinator's role
The resignation of the Timebank Coordinator has been received.
The Council thanked the coordinator for her hard work and continued support.
A new Timebank Coordinator will be recruited.
- b) To receive any other updates and consider actions
None received

PC097/20 Risk Assessments: To consider any risk assessments needing to be brought to Council's attention
None received

PC098/20 Policies and Terms of Reference:

- a) To consider adopting the Employment Policy
It was:
RESOLVED to adopt the Employment Policy
Proposed by Cllr Buxton, seconded by Cllr Kilmurray. All in favour.
- b) To note the new Melbourn Futures Working Party Terms of Reference (approved by FGGC on 21 December under delegated authority (PC045/20c))
This was noted.
- c) To consider adopting the Policy and Procedure to Review of Effectiveness of Internal Controls
It was:
RESOLVED to adopt the Policy and Procedure to Review of Effectiveness of Internal Controls
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour

PC099/20 To note the date of next meeting: 22 February 2021
The date of the next meeting is 22 February 2021

The meeting closed at 21:04