

**MELBOURN PARISH COUNCIL**

(District of South Cambridgeshire)

**An online meeting of this Council was held on Monday, 22 February 2021 via****Zoom link <https://zoom.us/j/99051444914> 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 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, District Cllr Hales, Tom Upcraft, 1731 Ltd, 3 members of the public**PC100/20 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson. Acceptable reasons for provided.

It was:

RESOLVED to accept Cllr Wilson's apologies for absence.

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

*[Post meeting note: County Cllr van de Ven had advised that she would be unable to attend the meeting]***PC101/20 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 the following items as Directors of the Melbourn Community Hub Management Group:

PC106/20a) – To consider approving the proposals contained in the Project Strategy and Tender Decision Document; and

PC108/20d) To consider a quotation from Airway for the aircon maintenance contract.

In respect of both items, Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.

**PC102/20 Chairs' Announcements – For information only**

Chair noted that the Futures Working Party were investigating options with regard to Motor Vehicle Activated Signs. Plans are underway for inspections of roads and footpaths throughout the village. Reports to be made to County Highways via online reporting page. Public to be encouraged to report issues as well. County Cllr van de Ven will provide support for this initiative.

**PC103/20 To approve the minutes of the Parish Council Meeting held on 11 January 2021**

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 11 January 2021 as an accurate record.

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

**PC104/20 To report back on the minutes of the Parish Council Meeting held on 11 January 2021**

There was nothing to report.

**PC105/20 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.

Members of the public in attendance were invited to put questions to the meeting. No questions were forthcoming.

**PC106/20 Melbourn Community Hub Expansion:**

- a) To consider approving the proposals contained in the Project Strategy and Tender Decision Document

Chair introduced Tom Upcraft, project manager for the Hub Expansion Project. Mr Upcraft outlined his role in the project including preparation of schedule of works which had informed the budget. Mr Upcraft had also prepared the tender documentation. Key priority is to obtain best value.

Questions were invited from Cllrs:

A member queried the time scale of the project?

TU responded this would be 4-5 months.

A member noted that although Norburys would be supplying materials at very favourable rates, how were the amounts for other materials suppliers arrived at?

TU responded that the schedule of works and materials list had been drawn up at a very early stage. Quotes for materials had been obtained where possible. However, different options would be explored, such as off-site construction of timber panels. Cost is key but also expediency of supply. Initially, extraneous costs can be extracted but these can be added back if necessary.

A member noted that plumbing and heating costs had been obtained separately. Of the contractors who had supplied quotes for this element, who would Mr Upcraft recommend as this is not noted in his report?

TU responded that Brownstone would be his preferred contractor for plumbing and heating.

A member suggested that, for the benefit of members of the public, sources of funding for this project should be explained.

The project is to be funded from two sources:

- S106 monies from the TTP expansion - £96,704.05
- S106 monies already allocated for storage upgrade - £12,568.00
- Grant funding from Cambridgeshire County Council - £65,000.00

No precept monies to be allocated to the project.

A member noted that whilst there is a 30% contingency allowed for all elements of the project, how will the project be funded in the event of overspend?

TU responded that contractors are aware that this is a fixed budget. In addition, the level of contingency is very generous. Noted that any significant problems are most likely to be identified at the groundworks stage of the build, therefore providing an opportunity to review and resolve any difficulties at an early stage.

*[19:50 Cllr Kent joined the meeting.]*

A member noted that a 30% contingency is very generous. However, if necessary, further grant funding would be sought.

A member queried what would happen to unspent funds.

Response was that £65,000 grant funding must be spent within a specified time period so would be utilised first. S106 monies to extend and improve the Hub must be spent within 10 years.

Funding arrangements and contingency levels were discussed and noted that no precept monies will be made available to the project.

There was discussion as to the generous contingency built in to the budget. Cllrs noted confidence that sufficient provision was made to prevent further funds being needed.

TU also noted there will be pre-project meetings to rigorously consider how spending will be signed off; and that he would be based on-site for majority of the construction phase for regular meetings. Thus, any potential overspend will be quickly identified.

Proposals were considered for each of the recommendations made in the Project Strategy and Tender Decision Document as follows:

It was:

RESOLVED to appoint Jordan and Sons as the groundworks contractor for the Hub extension in accordance with their tender in the sum of £6,935.00.

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

It was:

RESOLVED to appoint Brownstone as the main contractor for the Hub extension (excluding groundworks, scaffold, landscaping and decoration) in accordance with their tender in the sum of £43,525.00

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

It was:

RESOLVED to appoint Royston Scaffold as the scaffolding contractor for the Hub extension in accordance with their tender in the sum of £2,550.00

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

It was:

RESOLVED to agree the sum of £39,615.00 for materials (which includes £10,915.00 for materials supplied by Norburys)

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

It was:

RESOLVED to agree a sum of £15,000.00 for plumbing and heating works and to appoint Brownstone as the plumbing contractor in accordance with their quote in the sum of £4,180.80.

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

It was:

RESOLVED to approve fees for professional services up to an amount of £11,100.00

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

It was:

RESOLVED to approve an amount for deferred elements of the project (landscaping, decoration) up to an amount of £3,900.00

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

It was:

RESOLVED to approve a contingency of 30% on all elements of the project in the amount of £31,118.00

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

Noted that the total budget for the Hub extension including a contingency of 30% across all elements of the project is £153,743.00.

- b)** To note an email decision re rerouting gas pipeline

This was noted.

**PC107/20 HR Matters:**

- a) To retrospectively note the resignation of Simon Crocker as Parish Clerk (effective 28 September 2020)  
This was noted.
- b) To approve the appointment of Claire Littlewood as Parish Clerk (effective 29 September 2020)  
It was:  
RESOLVED to retrospectively approve the appointment of Claire Littlewood as Parish Clerk effective 29 September 2020.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- c) To approve the appointment of Sophie Marriage as Assistant to the Parish Clerk (effective 5 October 2020)  
It was:  
RESOLVED to retrospectively approve the appointment of Sophie Marriage as Assistant to the Clerk effective 5 October 2020.  
Proposed by Cllr Buxton, seconded by Cllr Barnes. All in favour.
- d) To note the resignation of Catherine Sharman as Timebank Coordinator (effective 21 January 2021)  
This was noted with thanks to Cath Sharman for all her hard work in establishing the Timebank.
- e) To approve the appointment of Stephanie Trayhurn as Timebank Coordinator (effective 13 February 2021)  
It was:  
RESOLVED to retrospectively approve the appointment of Stephanie Trayhurn as Timebank Coordinator effective 13 February 2020.  
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- f) To consider approving the revised Employee Appraisals Policy  
Chair of the HR Panel updated the meeting on minor amendments to the Employee Appraisals Policy.  
It was:  
RESOLVED to approve the revised Employee Appraisals Policy.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- g) To receive any other updates and consider actions

**PC108/20 Finance Matters:**

- a) To receive and consider the monthly finance report  
The report was noted.
- b) To receive and consider the approvals list for January 2021  
A query was raised with regard to electricity charges for the pavilion (£567.38 for period 21/12/20-18/01/21). ACTION: Clerk to investigate further.  
It was:  
RESOLVED to approve the approvals list for January 2021.  
Proposed by Cllr Cowley, seconded by Cllr Travis. All in favour.
- c) To consider a reduction in Melbourn Dynamos' annual payment  
It was:  
RESOLVED to approve reducing Melbourn Dynamos' annual payment for 2020/21 season by 50% to £1,100.00  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour. #  
Noted that 2021/22 season fees to be reviewed in due course.

- d) To consider a quotation from Airway for the aircon maintenance contract  
Two quotations were considered. A member queried if one annual inspection was sufficient. To be deferred until March for further consideration. ACTION: Clerk to seek advice from 4i Water Services.
- e) To note approval for repairs to underfloor heating at the Hub  
This was noted.
- f) To note approval for repairs to the emergency lighting at the rear door of the Hub  
This was noted.
- g) To consider any other updates and consider actions  
Nothing to report.

**PC109/20 Governance Matters:**

Chair amended the order of the Agenda to receive District and County Cllrs' Report.

- f) To receive a combined report from the District and County Cllrs for Melbourn  
District Cllr Hales noted his thanks to Cath Sharman for her valuable contribution to the MCCR. Members agreed with this sentiment and noted that Cath Sharman would continue to work with the Parish Council in her new role with the County Council. The report provides an update on Thakeham Development (PC113/20 below). Members were invited to email questions relating to the combined report to the Clerk for response by District and County Cllrs. The report was noted.

*[District Cllr Hales left the meeting.]*

- a) To note the Review of Internal Controls  
This was noted.
- b) To note the Internal Auditor's mid-year report  
The report was noted.
- c) To consider standardising staff salary payments starting new Financial Year  
It was:  
RESOLVED to standardise staff salary payments starting in the new financial year.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- d) To consider appointing Canalbs as Internal Auditor for 2021/22  
It was:  
RESOLVED to appoint Canalbs as Internal Auditor of 2021/22.  
Proposed by Cllr Cowley, seconded by Cllr Davy. All in favour.  
  
Noted that it is good practice to change Internal Auditors from time to time. ACTION: Clerk to start making enquiries as to alternative arrangements for 2022/23.
- e) To note an email decision re planned removal of speed bumps on New Road  
This was noted.

**PC110/20 Policies and Terms of Reference:**

- a) To review List of Authorised Signatories  
It was:  
RESOLVED to approve the List of Authorised Signatories updated to include Cllrs Kent and Barnes.  
Proposed by Cllr Hart, seconded by Cllr Kilmurray. In favour: Cllr Hart, Kilmurray, Travis, Buxton, Baker, Cowley, Davy, Clark. Abstain: Cllrs Barnes and Kent

**PC111/20 Melbourn Timebank**

- a) To receive any updates and consider actions

The report was noted. New Timebank Coordinator will attend the March meeting.

**PC112/20 To consider the Parish Council's Statutory publishing obligations**

Clerk reported that information required under Transparency Code 2015 will be published before year end.

**PC113/20 Planning Matters :**

**To receive an update on the proposed Thakeham development**

Update provided in District and County Cllrs Report (PC109/20 above).

Noted that Anthony Browne MP has sent out consultation leaflet to all residents in Melbourn. Members were urged to respond – <https://www.anthonybrowne.org/form/planning-survey>

**PC114/20 To note the date of next meeting: 22 March 2021**

Noted that the date of the next Parish Council meeting is 22 March 2021.

The meeting ended at 20:55