

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 22 March 2021 via Zoom link**<https://zoom.us/j/94335130500> 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, Wilson**Absent:****In attendance:** Claire Littlewood – Parish Clerk, Stephanie Trayhurn – Timebank Coordinator, County Cllr van de Ven, District Cllr Hales, approximately 7 members of the public**PC115/20 To receive and approve apologies for absence**

No apologies for absence were received.

PC116/20 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

Requests for dispensations were received from Cllrs Travis and Kilmurray (as directors of the Hub Management Group) and Cllr Wilson (knows Tom Upcraft, the Project Manager personally) for items PC121/20a) to d). Dispensations to participate in the discussion but not to vote were granted.

PC117/20 Chairs' Announcements – For information only

Futures Working Party is meeting regularly. Currently looking to locate MVAS units around the village.

Request to Councillors to check their emails daily as there are regular updates with regard to Hub extension works that may require action.

PC118/20 To approve the minutes of the Parish Council Meeting held on 22 February 2021

It was:

RESOLVED to approve the minutes of the Parish Council Meeting of 22 February 2021 as an accurate record.

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

PC119/20 To report back on the minutes of the Parish Council Meeting held on 22 February 2021

PC108/20b) Very high electricity bills for pavilion. Users requested not to alter heating controls.
PC108/20d) 4i Water Services confirmed that one annual service for air-conditioning units is sufficient

PC120/20 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 noted: 83 High Street is owned by the Parish Council. Historically the British Legion used a building on the site but this fell into disrepair and was demolished. 83 High Street has never been a remembrance or memorial garden. The Parish Council maintains a memorial at The Cross.

A member of the public noted: 83 High Street was given to the village by the father of Sir Stanley Fordham of The Bury. It was given to the village for the establishment of a workingmen's club after the turn of the century and operated as such for many years. Was previously used by the scouts and the British Legion until the building on the site was demolished. It was never intended to be a memorial garden.

A member of the public noted: Several people noted that children used to enjoy sitting in the garden. Now it is felt that they no longer wish to do so as it appears there is a dead body buried there.

A member of the public noted: The land is owned by the Parish Council who took the decision to locate the stone in the garden. There is concern about the cost of moving the stone. Noted that there were only three options in the public consultation, not including leaving the stone where it is. The cost of moving the stone is high and it is unclear why there was never an option to leave it where it is.

A member of the public noted: The original site for the stone was supposed to be on The Cross but this was found not to be a suitable location.

A member of the public submitted comments by email: What was the original objection to the Kohima stone remaining in its current position? Please would the Parish Council clarify why I have been unable to obtain a copy of the report mentioned in the meeting notes from 25th February 2020 despite requesting this? Why did the public consultation not include the status quo (remaining where it is) in the options available to vote on? The number of spoilt ballots were indicative of people wanting to indicate that this was their preferred option. In view of the opposition towards its removal currently being voiced in the village Facebook Group would the Parish Council please consider a further consultation with wider publicity to hopefully attract a more representative number of votes cast? Are there any plans to change the use of the current plot in which the stone is located given that it has now been registered with Land Registry?

Cllrs noted: There was an option to keep the stone at 83 High Street but located further back on the site. Further noted that following the public consultation, the decision was taken to retain the stone but to relocate it to a more appropriate position in New Road Cemetery. This was considered a more appropriate place for private reflection. The sequence of decisions relating to the stone was summarised.

PC121/20 Melbourn Community Hub Expansion:

- a) To receive an update on the Hub extension works

The report was received. Build works are progressing. Regular budget reporting will follow from next month. Weekly steering group meetings taking place to monitor the works and budget and regular reports to Council would follow.

- b) To discuss and consider arrangements for approving expenditure

A proposal to give delegated authority to the Clerk, RFO and Chair to approve expenditure and variations to contracts to avoid unnecessary delays in the process was discussed.

It was:

RESOLVED to give delegated authority to the Clerk, RFO and Chair of the Parish Council to approve additional costs of up to 5% or £1,000 (whichever is the greater) in relation to contractors costs and up to 10% or £1,000 (whichever is the greater) in relation to materials costs. Any others costs in excess of these amounts would require approval by full Council. Proposed by Cllr Davey, seconded by Cllr Hart. In favour: Cllrs Barnes, Baker, Buxton, Cowley, Kent, Davey, Hart, Clark. Abstain: Cllrs Travis, Kilmurray, Wilson.

- c) To note email decisions (change to groundworks contractor / amendment to Brownstone's contract / ES Pipeline costs)

The email decisions were noted.

- d) To receive any other updates and consider actions

Nothing further to discuss.

PC122/20 Finance Matters:

- a) To receive and consider the monthly finance report

The report was noted.

- b) To receive and consider the approvals list for March 2021

Noted that electricity charges for the workshop and Pavilion still appear very high. Also queried small regular charges for Orchard Road Cemetery and the Old Rec. **ACTION:** Clerk to provide copies of recent invoices to Cllr Cowley to review.

It was:

RESOLVED to approve the approvals list for March 2021.

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

- c) To consider quotations for the relocation of the Kohima Stone

Quotes were considered.

It was:

RESOLVED to accept Hibbitts quote for £2,270 + VAT plus a possible additional cost of up to £100 for anchor roads to relocate the stone from 83 High Street to New Road Cemetery.

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

- d) To consider quotations for the annual maintenance of air conditioning units

4i's response to the query relating to frequency of servicing, particularly having regard to Legionella was noted.

It was:

RESOLVED to accept the quotation from Airway for annual maintenance of the three air-conditioning units at The Hub.

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

- e) To consider quotations for tree work on Orchard Road

Noted that these trees were flagged in the tree inspector's report (August 2019) for re-inspection in 12-18 months from the date of the report. Concern had recently been noted by a neighbouring resident.

It was:

RESOLVED to approve the quote from Shire Trees in the sum of £1,425 + VAT.

Proposed by Cllr Wilson, seconded by Cllr Baker. All in favour.

- f) To receive any other updates and consider actions

Nothing further to discuss.

PC123/20 Governance Matters:

- a) To receive a combined report from the District and County Cllrs for Melbourn

The report was received.

County Cllr van de Ven reported on progress with gully clearance in the village and resurfacing of Beechwood Avenue. Changes to No 127 bus service. Also Fostering and Adoption campaign, County Laptop campaign and resignation of Deputy Leader.

District Cllr Hales reported on council tax increase. Covid 19 support for business – grant status iro £10m. Also significant funds distributed in hardship grants. Bourn Air Field given outline approval. Planners requesting input into the Cambridge Water plant.

- b) To consider approving direct debits for regular payments

It was:

RESOLVED to approve a new direct debit for Lucid System (for IT support) and to approve the current list of direct debit mandates.

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

- c) To consider a request from Cambridgeshire County Council to receive payment of s106 monies for Community Transport Vehicle Contribution

Discussion with regard to request from Cambridgeshire County Council to pay over s106 monies to the Parish Council to establish and run a community transport scheme. Parish Office discussed with s106 Officer at District Council that the Parish Council be permitted to hold and administer the money for the benefit of Royston & District Community Transport, as an established community transport scheme. District Council approved. Draft agreement to be put

in place between the Parish Council and RDCT setting out terms of the arrangement. Noted that this is not grant funding but s106 monies and payment would not preclude RDCT from apply for community benefit grant funding in the future.

It was:

RESOLVED to approve the Agreement between the Parish Council and Royston & District Community Transport setting out the terms upon which the s106 monies would be administered by the Parish Council.

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

- d) To consider a request from the Melbourn Fete Committee to hold a Family Fun Day

It was:

RESOLVED to approve the request from the Melbourn Fete Committee to hold a Family Fun Day on the Old Rec, New Rec and Pavilion on Saturday, 26 June 2021.

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

ACTION: Clerk to contact Dr Atkin with details of the next funding round for Community Grants. Also to provide details of SCDC Community Chest funding now available for projects affected by Covid.

- e) To consider quotations for replacement fencing at The Cross to be funded from s106

Quotations were considered. Noted that the Maintenance Committee had recommended Willards quote in the sum of £6,254.51 + VAT. Noted that this work can be funded from s106 monies. It was suggested that the quote be updated to include the fencing at 83 High Street.

ACTION: Clerk to request an updated quote from Willards to include 83 High Street.

- f) To consider quotation for an interpretation board for the Jubilee Orchard to be funded from s106

Cllr Barnes was thanked for her work on the updated interpretation board design. A quote for the interpretation board from Landmark was considered.

It was:

RESOLVED to approve the quote for an interpretation board from Landmark in the sum of £740 + VAT to be funded from s106 monies.

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

- g) To consider arrangements for the Annual Council and Annual Parish Meetings

Noted that the regulations allowing virtual meetings expires on 7 May. Annual Council and Annual Parish Meetings to be held in May. To ensure safety of Cllrs and members of the public wishing to attend, it was suggested that these meetings should be scheduled before expiry of the regulations which would require a return to face to face meetings.

It was

RESOLVED to approve the following dates for additional meetings in the Parish Calendar of Meetings: Annual Parish Council Meeting – Tuesday, 4 May 2021 / Annual Parish Meeting – Wednesday, 5 May 2021.

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

PC124/20 Melbourn Timebank

To receive any updates and consider actions

Chair welcomed Steph Trayhurn the new Timebank Coordinator. Steph introduced herself to the meeting and provided an update on Timebank activities. Although current restrictions present challenges, as far as possible Timebank activities are continuing. New initiatives include Small Acts of Kindness, Walk and Talk. Feedback and suggestions were invited.

PC125/20 HR Matters:

- a) To consider a report from the HR Panel on 6 month probation reviews the Clerk and Assistant to the Clerk.

Chair of HR Panel noted that Clerk and Assistant to the Clerk have recently completed mid-term reviews – both satisfactorily completed 6 month probationary period. Future appraisals including RFO and initial 3 month review for Timebank Coordinator have been scheduled.

- b) To receive any updates and consider actions
Nothing further to discuss.

PC126/20 Planning Matters :

- a) To receive an update on the proposed Thakeham development

Update received from County Cllr van de Ven. Noted that Anthony Browne MP is seeking support for his online petition. Further meeting with parish representatives to be held - MP invited to attend with updates to be made at the next public meeting. County Cllr van de Ven provided clarity on questions raised with regard to extent of the development (still expected to be 25,000 homes). Noted that no submissions with regard to call for sites received by SCDC. Noted there is a great deal of misinformation relating to this proposed development. Noted that Thakeham have made substantial contributions to the Conservative Party. FOI request was refused. Appeal to be lodged by SWCAG. All information is available on the SWCAG website.

- b) To discuss and consider areas of open space (Orchard Gardens / Greengage Rise)

Chair of Planning Committee introduced these items.

Orchard Gardens : Stonebond have indicated that they wish to retain and maintain the open spaces. Parish Council usually take transfer of open spaces with a payment to cover maintenance for 10 years – thereafter to be precepted. Would prefer this arrangement as it protects against changes in ownership of the properties which may lead to open spaces not being adequately maintained. Compromise suggested that Stonebond maintain the open spaces for 12 months from the last occupation of the last property, thereafter to transfer the areas to the Parish Council with balance of the s106 payment to maintain for remaining 9 years. **ACTION:** Clerk to discuss with s106 Officer at SCDC.

It was:

RESOLVED that, subject to agreement of s106 Officer, Stonebond should maintain the open spaces on the Orchard Gardens development for a period of 12 months following last occupation of the last property. Thereafter, the open spaces to be transferred to the Parish Council with the balance of the s106 monies to maintain for the remaining 9 years.

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

It was:

FURTHER RESOLVED that, in the event that the s106 Officer at SCDC rejects the proposal as set out above, then the open spaces should be transferred to the Parish Council on the last occupation of the last property with payment of the s106 monies for the full 10 years to maintain the areas.

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

Greengage Rise : Chair of Planning Committee provided background. Development was completed c1976 but this piece of open space was not transferred to the Parish Council at the time. Subsequent applications to develop the land have been unsuccessful (ref paras 5-7 of the Appeal Decision 26/3/2012). Noted that there is a lack of children's play space in this part of the village. The area is currently maintained by local residents. *[Post meeting note: This piece of land is currently in the Parish Council's grass cutting contract.]*

It was:

RESOLVED to instruct the Clerk to approach Taylor Wimpey to request that the land should be transferred to the Parish Council (subject to agreement of legal fees) and for the Parish Council to maintain the land thereafter.

Proposed by Cllr Davey, seconded by Cllr Baker. All in favour.

ACTIONS:

- Draft Grounds Maintenance contracts currently under review prior to tender. This piece of land should be included in the grass cutting contract for future maintenance.
- Clerk to write to local residents to advise that the Parish Council wishes to take transfer of this land and maintain it.

- c) To receive any updates and consider actions

District Cllr Hales noted that Planning Portal is currently experiencing technical difficulties.

PC127/20 Policies and Terms of Reference:

- a) To note the updated Financial Regulations

This was noted.

- b) To note the updated Policy and Procedure for Prepaid Debit Cards

This was noted.

- c) To consider approving the Investment Strategy

It was:

RESOLVED to approve the Investment Strategy for 2021/22 as presented.

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

PC128/20 To note the date of next meeting:

The next full Council meeting will be held on 26 April 2021.

The meeting ended at 21:35