

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 May 2021 at 7.30pm at All Saints

Community Hall, Station Road, Melbourn, SG8 6DX

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, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO)

PC014/21 To receive and approve apologies for absence

County Cllr van de Ven and District Cllr Hales had given apologies. On advice from County and District Councils, they would submit a written report but not attend meetings until further restrictions are lifted.

PC015/21 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 Kilmurray and Travis declared an interest in item PC028/21 as Directors of the Community Hub Management Group. They were granted dispensation to participate in the discussion.

PC016/21 Chairs' Announcements – For information only

Chair noted thanks to Dennis Bartle for his service as village warden.

PC017/21 To approve the minutes of the Annual Parish Council Meeting held on 4 May 2021

A correction to the date on the draft Minutes to **Tuesday, 4 May 2021** was noted.

It was:

RESOLVED to approve the minutes of the Annual Parish Council Meeting held on 4 May 2021 as an accurate record, subject to the correction noted.

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

PC018/21 To report back on the minutes of the Annual Parish Council Meeting held on 4 May 2021

There was nothing to report.

PC019/21 To approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

It was:

RESOLVED to approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021 as an accurate record.

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

PC020/21 To report back on the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

There was nothing to report.

PC021/21 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.

There were no members of the public in attendance.

PC022/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. District Cllr Hart reported on Neighbourhood Plans recently submitted. Discussion with regard to resurrecting the Neighbourhood Plan for Melbourn. Also noted that a request had been made to Highways Officers to discuss signage and access to Little Lane and Meeting Lane.

ACTION: Clerk to circulate information on Neighbourhood Plans to all Cllrs.

Cllr Kilmurray noted thanks to County Cllr van de Ven for following up on the line painting following Beechwood Avenue resurfacing.

PC023/21

Governance:

- a) To approve nominations for Chair and Vice Chair of Planning Committee

It was:

RESOLVED to approve the nominations of Cllr Kilmurray as Chair and Cllr Wilson as Vice Chair of Planning Committee.

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

- b) To approve nominations for Chair and Vice Chair of Maintenance Committee

It was:

RESOLVED to approve the nominations of Cllr Travis as Chair and Cllr Clark as Vice Chair of the Maintenance Committee.

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

- c) To consider quotations for valuation of parish buildings

Noted that valuation of parish buildings would be required prior to insurance renewal in October 2021. Two quotations were considered. Noted that valuation of the Hub should be carried out only once current extension works were completed.

It was:

RESOLVED to approve the quotation of the Bremner Partnership in the sum of £1,600 + VAT for valuation of parish buildings.

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

- d) To consider submitting a response to the East West Rail Consultation

Noted that a briefing relating to this consultation is scheduled for Wednesday evening. Deadline for responses to the consultation is 9 June 2021. **ACTION:** Clerk to circulate briefing information to Cllrs and follow up for responses prior to 9 June 2021.

- e) To consider a request to replace the bench on Back Lane

To be referred to Maintenance Committee for further consideration.

PC024/21

Finance Matters:

- a) To receive and consider the year end finance report and approval of ring-fenced reserves

The year end finance report was received. Noted that the Parish Council has built up 6 months of general reserves, currently sitting at £605,262.00. Discussion with regard to appropriate level for Asset Management Reserve and timescales for replacement of assets. To be discussed at June meeting of Finance & Good Governance Committee.

It was:

RESOLVED to approve the ring-fenced reserved in the sum of £605,262.00.

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

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

High heating costs for the Pavilion were noted – to be monitored **ACTION:** Clerk to request wardens to reset heating controls.

It was:

RESOLVED to approve the approvals list for May 2021.

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

- c) To receive and consider finance report for April 2021

The report was received.

- d) To consider approving expenditure for Futures Working Party leaflet deliveries

It was:

RESOLVED to approve expenditure of £150 for leaflet deliveries.

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

PC025/21

Annual Governance and Accountability Return 2020/2021: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

Statements 1 – 9 were considered in turn:

It was:

RESOLVED to tick 'yes' for Statement 1.

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

It was:

RESOLVED to tick 'yes' for Statement 2.

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

It was:

RESOLVED to tick 'yes' for Statement 3.

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

It was:

RESOLVED to tick 'yes' for Statement 4.

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

It was:

RESOLVED to tick 'yes' for Statement 5.

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

It was:

RESOLVED to tick 'yes' for Statement 6.

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

It was:

RESOLVED to tick 'yes' for Statement 7.

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

It was:

RESOLVED to tick 'yes' for Statement 8.

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

Statement 9 is not applicable.

Post meeting note: Email resolution made 25 May 2021:

It was:

RESOLVED to approve that the Parish Chair and Parish Clerk sign the declaration on the Annual Governance and Accountability Return 2020/21

In favour: Cllrs Kilmurray, Travis, Cowley, Clark, Davey, Hart, Buxton, Baker.

PC026/21

Annual Governance and Accountability Return 2020/2021: To consider signing the Accounting Statements 2020/21.

It was:

RESOLVED that the Parish Chair would sign the Accounting Statements 2020/21

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

PC027/21

To note the bank reconciliation for March 2021

The bank reconciliation for March was noted.

PC028/21

To receive an update on the Community Hub Extension Project

The update report was received.

- a) To note a revised quotation for air-conditioning units

The updated quotation was noted.

PC029/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was received. Noted that volunteers were being sought to assist with logging highways faults. Suggested that these should be reported to Cllrs covering specific areas for road inspections.

PC030/21 Policies and Terms of Reference:

- a) To consider adopting the new model Code of Conduct

It was:

RESOLVED to approve the new model Code of Conduct for signature by all Cllrs. Proposed by Cllr Baker, seconded by Cllr Hart. All in favour.

- b) To consider approving revised Litter-picking Risk Assessments

Discussion with regard to risk if volunteers are carrying out litter picking organised by the Parish Council. Noted that volunteers would be covered by our Public Liability Insurance. Currently we only supply equipment but do not organise litter picks.

ACTIONS:

- Cllr Hart to forward information on Volunteers Week to the Clerk for information.
- Clerk to seek advice from CAPALC on Risk Assessment.

To be deferred to June meeting.

PC031/21 HR Matters:

- a) To note the resignation of Dennis Bartle, village warden

Noted that Dennis Bartle has left his role as village warden.

- b) To consider approving the appointment of a new village warden

It was:

RESOLVED to approve the appointment of Steven Pitman as a new village warden. Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To receive any updates and consider actions

Noted that the Timebank Coordinator has successfully completed her probationary period – Chair of the HR Panel noted thanks to the Timebank Coordinator for her contribution.

HR Panel will meet on 26 May 2021 and will receive nominations for roles of Chair and Vice Chair for 2021/22.

PC032/21 Maintenance Contracts: To review bids and consider a recommendation from the Maintenance Working Party –**TO BE HELD IN CAMERA**

It was:

RESOLVED for the meeting to go into camera to discuss tenders received for the four maintenance contracts.

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

Tenders for four maintenance contracts were discussed in camera.

It was:

RESOLVED to resume the meeting and to record the vote with regard to award of the grounds maintenance contracts.

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

General Maintenance Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the General

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

Grass Cutting Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Grass Cutting Contract.
Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

Cemeteries Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Cemeteries Contract.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

Recreation Fields and Sports Fields Contract:

It was:
RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Recreation Fields and Sports Fields Contract.
Proposed by Cllr Buxton, seconded by Cllr Hart. All in favour.

Noted that Contracts were awarded for up to 3 years but would be reviewed annually.

PC033/21 To note the date of next meeting: 28 June 2021

The date of the next meeting of the Parish Council was noted as 28 June 2021.

The meeting closed at 20:45