

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 28 June 2021 at 7.30pm at All Saints
Community Hall, Station Road, Melbourn, SG8 6DY**

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), Baker, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC034/21 To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Buxton and Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies received from Cllrs Barnes, Buxton and Cowley.

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

PC035/21 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

Declarations of interest were received from Cllrs Kilmurray and Travis as directors of the Hub Management Group in respect of items PC042/21 and PC044/21. Dispensations were granted for them to remain and participate in the discussion but not to vote.

PC036/21 Chairs' Announcements – For information only

Chair noted thanks to a local business for their generous donation towards repair of the Parish clock.

PC037/21 To approve the minutes of the Parish Council Meeting held on 24 May 2021

Correction was noted to PC024/21a) as follows – '*Noted that the Parish Council has built up 6 months of general reserves (£150,000), with total reserves currently sitting at £605,262.00. ...*'

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 24 May 2021, as amended, as an accurate record.

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

PC038/21 To report back on the minutes of the Parish Council Meeting held on 24 May 2021

PC022/21 – Information relating to Cottenham and Histon Neighbourhood Plans had been circulated to councillors.

PC039/21 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.

PC040/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member queried if there was any update available on the proposed Thakeham development. Noted that information is available via the SWACG website.

PC041/21 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee

Councillors were invited to contact the Clerk for further information. Noted that membership of F&GG Committee is currently 4 councillors out of a possible 7.

- b) To receive and consider the Internal Auditor's report

The report was received. **ACTION:** Clerk to follow up with IA for clarification with regard to dispensations.

- c) To consider and review allotment rentals for the year

Recommendation from Finance and Good Governance Committee for allotment rentals to remain at current levels.

It was:

RESOLVED to maintain allotment rentals at current levels for 2021/22 allotment year.

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

- d) To consider and review Pavilion hire charges for the year

Recommendation from Finance and Good Governance Committee for pavilion hire rates to remain at current levels. Noted that general hire rates are £15 p/h up to a maximum of £60 (equal to 4 hours hire) but there is no similar cap for community group rates.

It was:

RESOLVED to maintain pavilion hire charges at current rates subject to a cap on charges for community groups at £12 p/h up to a maximum of £48 (equal to 4 hours hire).

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

Further discussion with regard to high electricity costs. A member requested a report with cumulative electricity costs for the pavilion for 2020 to 2021.

ACTIONS:

- Clerk to include an item on July Maintenance Committee agenda for further investigation.
- Clerk to ask wardens to investigate where footpath lights are powered from.
- RFO to provide report 2020 to 2021 on electricity costs for the Pavilion.

- e) To note the District Council's review of Street Trading Policy

This was noted. A member raised concern with regard to increased advertising along the A10 particularly on Highways verges on entering the village. Highways Officer had indicated that action would only be taken if a complaint is made.

- f) To note any email decisions taken

The email decision relating to PC025/21 was noted.

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC042/21 Finance Matters:

- a) To consider approving payment of the £15,000 grant to the Community Hub

It was:

RESOLVED to approve payment of the £15,000 grant to the Community Hub.

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

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

It was:

RESOLVED to approve the approvals list for June 2021.

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

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

The report was received.

- d) To consider approving purchase and installation of a memorial seat in Stockbridge Meadows to be funded from s106

It was:

RESOLVED to approve expenditure of £480 + VAT (Herts & Cambs Ground Maintenance) for preparation of the area and £770 + VAT for a Cyan semi-circular tree seat with arms.

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

ACTION: Clerk to contact Rosemary Gatward's family to discuss wording for memorial plaque.

- e) To consider approving expenditure on MVAS units

Noted that permission has been obtained for use of various lampposts around the village MVAS unit will be moved to different locations.

It was:

RESOLVED to approve expenditure up to £2,500 + VAT for the purchase of the MVAS unit from ElanCity.

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

- f) To receive any updates and consider actions.

There was nothing further to discuss.

PC043/21 To note the bank reconciliations for April and May 2021

This was noted.

PC044/21 To receive an update on the Community Hub Extension Project

The update report was received. Noted that project is well advanced and remains on budget although slightly behind schedule. Quality of work was noted. Currently anticipated that Hub will re-open mid-August. Thanks were noted to parish office staff for their forbearance during the building works.

PC045/21 Planning Matters:

- a) To consider Stonebond's offer to transfer the open spaces on the Orchard Gardens development

Recent site inspection was noted. Local grounds maintenance contractor has submitted a quote for ongoing maintenance of LAP and LEAP. Concern was noted with regard to drainage of the LAP. Also noted that 50% of maintenance costs submitted by developers contractor relating to insurance and equipment replacement. A member noted that replacement of play equipment on LEAP should be considered in 10 year commuted sum.

ACTIONS:

- Clerk to contact our grounds maintenance contractor to revisit quote.
- Clerk to seek further comparative quotes. Cllr Wilson to provide contact details of contractors.
- Clerk to write to Stonebond to advise that their offer of £2,005 per annum is insufficient and to advise that we are seeking comparative quotes.

Subject to above, Cllrs Kilmurray, Clark and Travis to reconsider and make recommendation to full Council for consideration and email decision.

- b) To consider Hopkins Homes offer to transfer the Strategic Green Belt on the New Road development

Site inspection carried out on 24/6/21. Concerns were noted with regard to current maintenance of the SGB as areas require remedial works. Also a significant number of dead trees were observed. Developer has indicated that the SGB has been maintained for 12 months but members noted that 12 month period only expires October 2021. Local grounds maintenance contractor attended site inspection and will prepare detailed costing for ongoing maintenance. Initial discussion that commuted sum offered by the developer is insufficient. A member queried who is responsible for hedge on the border of the development near the chicane as this is currently overgrown and causing visual obstruction for drivers exiting the development.

ACTIONS:

Action 1 Clerk to write to Hopkins Homes (cc s106 Officer) to advise:

- 12 month maintenance period will not expire until October 2021.
- area appears not to have been maintained and requires remedial works (as detailed in Action 2* below and including replacement of approximately 30 dead or failing trees). In view of this, the SGB is not in suitable condition to be transferred as it has not been sufficiently well maintained.
- if preferred, the Parish Council can seek quotes for undertaking required remedial works, which costs will be passed on to Hopkins Homes;
- the proposed commuted sum of £37,587.13 is insufficient for the ongoing maintenance works required

- quotes are being sought from other grounds maintenance contractors (including for remedial works required) which will be submitted to Hopkins Homes for consideration in due course.

Action 2 Clerk to obtain quotes for*:

- replacement of dead or failing trees
- cutting out scrub, clearing paths and shrub beds
- replacement wooden edging along gravel paths
- permanent close boarded wooden fence to be installed along the border with East Farm
- ongoing maintenance of ranch fencing along border of the development.

Action 3 Cllr Wilson to provide contact details for landscape architects for a report on status of the SGB and remedial works required.

Chair of the Planning Committee called for a proposer as to whether the Parish Council should take transfer of the SGB at this time. There was no proposer – the resolution fell.

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC046/21 Maintenance Matters:

- a) To consider approving engineers costs for design of Stockbridge Meadows boardwalk

Noted that a Structural Engineer's report is required to progress the project. Recommendation from Maintenance Committee is for approval of the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

It was:

RESOLVED to approve the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

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

- b) To consider approving updates to the weekly inspection sheet

It was:

RESOLVED to approve the revised weekly inspection sheet to include legionella monitoring at the Pavilion

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

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC047/21 To receive the Timebank Coordinator's report

The report was received.

PC048/21 HR Matters:

- a) To receive any updates and consider actions

An update was received to confirm Cllr Hart as Chair and Cllr Travis as Vice Chair of the HR Panel. Further update with regard to potential replacement litter-picker and plan to seek grant funding for an eBike. Discussion as to possible job share arrangement.

ACTIONS:

- Clerk to re-advertise job share opportunity.
- Cllr Hart to follow up suggestion as to approaching other PCs for sharing litter-picking role.

PC049/21 Policies and Terms of Reference:

- a) To consider approving revised Persistent, Vexatious or Abusive Complaints Policy

It was:

RESOLVED to approve the revised Persistent, Vexatious or Abusive Complaints Policy.

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

- b) To consider approving revised Terms of Reference for Finance and Good Governance Committee

It was:

RESOLVED to approve the revised Terms of Reference for the Finance and Good Governance

Committee.

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

- c) To consider approving revised Standing Orders

It was:

RESOLVED to approve the revised Standing Orders for Melbourn Parish Council.

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

- d) To consider approving revised Confidential Authorised Signatory List

It was:

RESOLVED to approve the revised Confidential Authorised Signatory List by removal of Claire Kent.

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

- e) To consider approving revised Policy for Creation and Revision of Documents

It was:

RESOLVED to approve the revised Policy for Creation and Revision of Documents

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

- f) To consider approving revised Policy and Procedure for Publication of Information

It was:

RESOLVED to approve the revised Policy and Procedure for Publication of Information.

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

- g) To consider approving revised Written Records Management and Disposal Policy

It was:

RESOLVED to approve the revised Written Records Management and Disposal Policy.

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

- h) To consider approving revised Allotment Rental Agreement

It was:

RESOLVED to approve the revised Allotment Rental Agreement, subject to reformatting of paragraph numbering.

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

- i) To consider withdrawing Unplanned Expenditure Decision Making Policy

It was:

RESOLVED to remove the Unplanned Expenditure Decision Making Policy

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

PC050/21 To note the date of the next meeting : 26 July 2021

The date of the next meeting was confirmed as 26 July 2021.

The meeting closed at 21:17