

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 2 August 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, Barnes, Buxton, Cowley, Davey, Kilmurray

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), two representatives from Stonebond Properties

**PC051/21 To receive and approve apologies for absence**

Apologies were received from Cllrs Hart, Travis and Wilson. Acceptable reasons were given.

It was:

RESOLVED to accept the apologies for Cllrs Hart, Travis and Wilson.

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

**PC052/21 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

Cllr Kilmurray declared an interest in item PC061/21a) – d) as a Director of the Hub Management Group. He was given dispensation to participate in the discussion but not to vote.

**PC053/21 Chairs' Announcements – For information only**

Chair advised that the MVAS boxes had been received and would be installed soon.

Chair advised that a used eBike had been identified and was available for inspection at the meeting.

**PC054/21 To approve the minutes of the Parish Council Meeting held on 28 June 2021**

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 28 June 2021 as an accurate record.

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

**PC055/21 To report back on the minutes of the Parish Council Meeting held on 28 June 2021**

Clerk reported that actions under items PC041/21b), PC041/21d), PC042/21d), PC045/21a), PC048/21a) were on the agenda for further discussion.

**PC056/21 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.

Two representatives from Stonebond Properties were in attendance.

The Chair altered the order of the Agenda to bring forward item PC062/21a)

**PC062/21 Planning Matters:**

- a) To note email decision to respond to Stonebond's offer to transfer the open spaces on the Orchard Gardens development

An email decision to respond to Stonebond's offer to transfer the open spaces was noted.

Chair welcome representatives of Stonebond. Stonebond Planning Manager requested a detailed breakdown of our contractor's estimate of ongoing costs. Indicated that estimated costs appeared excessive and they would seek a further quote for comparison. Discussion with regard to likely maintenance costs and concerns over drainage, particularly of the LAP. Noted that deadline for negotiations is 19 August 2021.

Further discussion with regard to non-adherence to agreed traffic and construction management plan. Noted that the parish office receives regular complaints regarding vehicle parking. Stonebond Site Manager indicated that contractor parking is being monitored. Additional on site parking is being made available. Parking will be monitored.

**PC057/21 To receive reports from the District and County Cllrs for Melbourn**

The report was received. **ACTIONS:** Clerk to check whether Shared Services waste collection have capacity to incinerate disposable nappies. Also check how dog waste bags are disposed of.

**PC058/21 Governance:**

- a) To approve signature of an Indemnity relating to Supplementary s106 Agreement for Victoria Heights  
It was:  
RESOLVED to approved signature of the Indemnity relating to Supplementary s106 Agreement for Victoria Heights.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To note updated Internal Auditor's report  
The updated reported was noted.
- c) To invite nominations for members of the Finance and Good Governance Committee  
It was:  
RESOLVED to approve Cllr Baker's nomination to join Finance and Good Governance Committee.  
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.
- d) To invite nominations for members of the Maintenance Committee  
No nominations were received.
- e) To consider an application for Street Trading Licence  
Discussion with regard to potential for increased littering in the area.  
It was:  
RESOLVED to support the application for a Street Trading Licence with a request that the vendor is responsible for clearing the area of litter.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- f) To discuss and consider making a LHI grant application  
An update was provided following a meeting with Highways Project Manager. Area of concern is New Road approach to the village. Application for LHI grant to be submitted by September 2021. The proposed project will cost in the region of £20,000. Any shortfall in grant awarded could be precepted for next year. Grants go through preliminary stage before being approved for full consideration.  
It was:  
RESOLVED to make an application for an LHI grant based on Highways report. If initial grant application is accepted, a more detailed application is to be submitted. Any shortfall in the grant awarded to be precepted.  
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- g) To consider approving wording for memorial bench in Stockbridge Meadows  
It was:  
RESOLVED to approve the wording for the memorial bench in Stockbridge Meadows.  
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- h) To receive any updates and consider actions  
There was nothing further to discuss.

**PC059/21 Finance Matters:**

- a) To consider retrospective approval for the approvals list for July 2021  
It was:  
RESOLVED to retrospectively approve the approvals list for July 2021.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To receive and consider finance report for June 2021  
The finance report was received.
- c) To consider approving revised IT support costs  
Discussion with regard to increased IT support costs for backup. Noted that costs are high but includes restoration in the event of a loss of data. Further research to be carried out and reviewed. Noted that it would be preferable to keep all IT support with one provider.  
  
It was:  
RESOLVED to approve the increase in IT support costs but to carry out a review the IT support package and seek comparative costs for consideration.  
Proposed by Cllr Baker, seconded by Cllr Buxton. All in favour.
- d) To consider approving expenditure from reserves for an electric bike  
eBike and trailer is to be made available for use by new litterpicker. A pre-owned eBike was available at the meeting for inspection (2-3 years old, only c.30 miles, excellent condition). Cllr Davey noted an interest as the eBike belongs to a family member.  
It was  
RESOLVED to purchase the pre-owned eBike at a cost of £400.  
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. In favour: Cllrs Kilmurray, Buxton, Baker, Barnes, Cowley, Clark. Abstain: Cllr Davey
- e) To receive any updates and consider actions  
There was nothing further to discuss.

**PC060/21 To note the bank reconciliations for June 2021**

Item deferred until September meeting.

**PC061/21 Community Hub Extension Project**

- a) To receive an update on the Hub Extension Project  
  
The report was received. Discussion with regard to additional electrical works over and above that already approved by Council (£3,931.48 - PC106/20a : meeting 22 February 2021 and £3,500 - Item 4 : meeting 10 May 2021). Noted that the Hub Management had agreed the fund additional electrical works likely to be in the region of £13,000 to avoid delaying the project. Full Council approval will be required for reimbursement of the additional electrical costs provided there Hub extension budget is not overspent.
- b) To consider retrospectively approving additional Structural Engineers fees  
It was:  
RESOLVED to retrospectively approve the additional Structural Engineers fees of £200.  
Proposed by Cllr Davey, seconded by Cllr Barnes. In favour: Cllrs Davey, Barnes, Barker, Buxton, Clark, Cowley. Abstain: Cllr Kilmurray.
- c) To consider retrospectively approving additional scaffolding hire costs  
It was:  
RESOLVED to retrospectively approve additional scaffolding hire costs of £100.  
Proposed by Cllr Baker, seconded by Cllr Davey. In favour: Cllrs Baker, Davey, Barnes, Buxton, Clark, Cowley. Abstain: Cllr Kilmurray.
- d) To receive any updates and consider actions  
There was nothing further to discuss.

**PC062/21 Planning Matters:**

- b)** To consider purchase of open space on Greengage Rise from Taylor Wimpey  
Noted that Taylor Wimpey's legal fees are capped at £550. Parish Council legal fees estimated to be in the region of £1,200-£1,400.  
It was:  
RESOLVED to approve purchase of the open space on Greengage Rise from Taylor Wimpey at the cost of £1 plus legal fees  
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- c)** To receive an update on Hopkins Homes offer to transfer the SGB  
Report from independent landscape architect highlights concerns with regard to SGB. Further questions to be raised with developer (cc s106 Officer and Landscape Officer). **ACTION:** Clerk to obtain quote for obtaining detailed horticulturalist report.
- d)** To receive an update on Dolphin Lane verge  
Update received regarding a request to extend property boundary on Dolphin Lane. Resident has been advised that boundary must not be extended and verge to be returned to original condition.
- e)** To receive any updates and consider actions  
There was nothing further to report.

**PC063/21 Maintenance Matters:**

- a)** To discuss and consider a suggestion relating to Ground Source Heat Pump heat network  
Discussion with regard to GSHP network in Swaffham Prior. Noted that any similar project would be a much larger scale.  
**ACTIONS:**  
- Clerk to forward to County Cllr van de Ven to see if this is something that could be taken further.  
- Clerk to respond and thank resident for their interest and provide an update on the discussion.
- b)** To receive an update on Pavilion heating costs  
To be monitored. Discussion with regard to upgrading bulbs on footpath lights and Pavilion veranda to LED. **ACTION:** Clerk to follow up with wardens to change lightbulbs to LEDs.
- c)** To receive any updates and consider actions.  
There was nothing further to report.

**PC064/21 To receive the Timebank Coordinator's report**

The report was received.

**PC065/21 HR Matters:**

- a)** To receive an update from the HR Panel  
Nothing to report from the HR Panel.
- b)** To consider approving CILCA training course for Assistant to the Clerk  
It was:  
RESOLVED to approve Assistant to the Clerk registering for CiLCA training course at a cost of £400 + VAT.  
Proposed by Cllr Kilmurray, seconded by Cllr Buxton. All in favour.
- c)** To consider approving Clerk's attendance at SLCC National Conference  
It was:  
RESOLVED to approve Clerk's attendance at the SLCC National Conference at a cost of £140 + VAT.  
Proposed by Cllr Cowley, seconded by Cllr Baker. All in favour.
- d)** To consider approving amended Independent Service Provider Agreement

It was:

RESOLVED to approve the Independent Service Provider Agreement as amended.

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

- e) To receive any updates and consider actions

There was nothing further to report.

**PC066/21 Policies and Terms of Reference:**

- a) To consider adopting Terms of Reference for the Website Working Party

It was:

RESOLVED to adopt the Terms of Reference for the Website Working Party.

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

**PC067/21 To note the date of the next meeting :**

The date of the next meeting was noted as Monday, 27 September 2021

The meeting closed at 21:23