

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 27 September 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*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), Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Wilson

**Absent:** Cllr Baker

**In attendance:** Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales

### **PC068/21 To receive and approve apologies for absence**

No apologies for absence were received.

### **PC069/21 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

None received.

### **PC070/21 To consider an application to be co-opted to the Parish Council**

A resident had expressed an interest in standing for co-option. Forms not yet received – to be deferred until the Parish Council meeting on 25 October 2021.

### **PC071/21 Chairs' Announcements – For information only**

Nothing to report.

### **PC072/21 To approve the minutes of the Parish Council Meeting held on 2 August 2021**

A member queried whether cllrs who were not in attendance could then vote to accept the minutes of a meeting. Cllrs were referred to NALC Legal Topic Note 5 (point 71) which states that '***The attendance (or otherwise) of the Chairman or those voting in favour to amend or approve of the minutes is irrelevant.***'. It was noted that it was good practice that those not in attendance should not propose or second approval of the minutes.

A member noted a correction required at PC061/21a), the last sentence should read '*... reimbursement of the additional electrical costs provided **the** Hub ....*'

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 2 August 2021 as amended as an accurate record.

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

### **PC073/21 To report back on the minutes of the Parish Council Meeting held on 2 August 2021**

PC057/21 Disposal nappies and dog waste bags are disposed of in land fill. Incineration would be at the cost of the Parish Council.

PC062/21c) Awaiting costing from independent contractor. **ACTION:** Clerk to chase

### **PC074/21 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.

**PC075/21 To receive reports from the District and County Cllrs for Melbourn**

Deferred to later in the meeting to accommodate County Cllr van de Ven.

**PC076/21 Governance:**

- a) To receive and consider the external auditor's report

It was:

RESOLVED to accept the external auditor's report.

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

- b) To note updated building reinstatement valuations

The report was noted. A member noted that 83 High Street was described as a memorial garden. **ACTION:** Clerk to request Bremner Partnership to amend the description.

- c) To consider quotations for the Parish Council's insurance provision for 2021/22

*[Post meeting note: This item heading incorrectly refers to insurance provision for 2022/23 whereas the quotes considered are for 2021/22.]*

Insurance renewal premium based on new reinstatement valuations has increased to £18,833.43. Noted that only one quote was available from the broker. Broker had approached a second insurer who declined to cover timber framed buildings. Discussion with regard to seeking alternative quotes. Current insurer has confirmed a 7 day extension of cover.

It was:

RESOLVED that the Clerk should have 5 days within which to seek alternative quotations for insurance cover for 2021/22.

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

Discussion in the event that (a) a more competitive quotation was obtained from an alternative insurance provider or (b) no suitable alternative quotation could be obtained. Noted that additional insurance premium would be paid from reserves.

It was:

RESOLVED to give the Clerk delegated authority to accept a more competitive quote on similar terms subject to approval by Chair of the Council and Chair of Finance and Good Governance OR if no suitable alternative quotations could be obtained, to accept the renewal quotation from AXA in the sum of £18,833.43.

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

**ACTION:** Clerk to identify insurers willing to cover timber framed buildings and to seek further insurance quotations.

- d) To note email decisions taken since the last full Council meeting

Email decisions relating to transfer of open spaces from Stonebond (Orchard Gardens) and expenditure on new server for the Hub were noted.

- e) To discuss and consider live streaming Parish meetings

Noted that this item had been discussed by Finance and Good Governance Committee and was brought to full Council for consideration. Discussion as to the technical requirements for live streaming meetings over Zoom. Members noted the

importance of making meetings accessible for residents with mobility issues.  
 Discussion as to possibility of holding meetings in the Atrium on the ground floor.  
 Discussion with regard to importance of meeting etiquette both on and off line. Noted that audio recordings of meetings are currently available via the website.

*[20:15 County Cllr van de Ven joined the meeting]*

It was:

RESOLVED to ask the Clerk to seek further information on other Councils that are live streaming meetings.

Proposed by Cllr Cowley, seconded by Cllr Hart. In favour: None. Against: Cllrs Clark, Davey, Cowley, Wilson, Travis and Hart. Abstain: Cllrs Kilmurray and Barnes. The resolution fell.

Discussion with regard to holding parish meetings in the Atrium. Noted that the Atrium will require additional set up as the area is currently used for storing tables and chairs from the marquee. Also need to be aware of ensuring hygiene protocols are maintained.

- f) To receive any updates and consider actions

There was nothing further to discuss.

**PC075/21 To receive reports from the District and County Cllrs for Melbourn**

County Cllr van de Ven was invited to present the report on behalf of County and District Cllrs. The report was received with thanks.

**PC077/21 Finance Matters:**

- a) To consider the approvals list for August and September 2021

**ACTION:** Clerk to check invoices for electricity charges for August and September for the Pavilion.

It was:

RESOLVED to approve the approvals list for August 2021.

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

It was:

FURTHER RESOLVED to approve the approvals list for September 2021.

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

- b) To receive and consider the finance reports for July and August 2021.

The finance reports were received.

- c) To receive any updates and consider actions.

There was nothing further to report.

**PC078/21 To note the bank reconciliations for July and August 2021**

The bank reconciliations were noted.

**PC079/21 Community Hub Extension Project**

- a) To receive any updates and consider actions

Awaiting any outstanding invoices to make final budget reconciliation. SDC have agreed to complete landscaping around the building – this was noted with thanks.

- a) To consider formal offer to transfer open space at 36 New Road

It was:

RESOLVED to accept transfer of the open space at 36 New Road subject to agreement of the 10 year commuted sum.

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

- b) To consider approving revised Deed of Easement for drainage works on the Old Rec

It was:

RESOLVED to approve the amended Deed of Easement, RAMS and supporting plans for drainage works on the Old Rec.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC081/21 Maintenance Matters:**

- a) To consider quotations for fencing at The Cross

Quotes not yet received – deferred for future meeting.

- b) To consider approving a quotation for repainting the metal grill at the pavilion

Quote for external decoration of the pavilion had been approved by Maintenance Committee. The cost of repainting the metal grill exceeded budget by £200 and was recommended by Maintenance Committee (MA083/21a) to full Council for approval).

It was:

RESOLVED to approve the quote from Darren Harward for repainting the metal grill on the Pavilion at a cost of £800.

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

- c) To consider approving a quotation for repairs to the heating system at the pavilion

A quote for remedial works to the plumbing system at the pavilion had been received from Shelford Heating. Work was required following legionella assessment and recommended by Maintenance Committee (MA083/21b) to full Council for approval.

It was:

RESOLVED to approve items 1, 3, 4 and 5 in the sum of £574.26 + VAT from the quotation received from Shelford Heating.

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

- d) To receive any updates and consider actions.

Thanks was noted to the wardens for their work in successful removing graffiti from the chess table and chairs at the side of the pavilion.

**PC082/21 To receive the Timebank Coordinator's report**

The Timebank Coordinator's reports were received with thanks.

**PC083/21 HR Matters:**

- a) To receive a report from the HR Panel

Noted that two new litter pickers were working as independent service providers. Their efforts were noted with thanks and they would be encouraged to charge for full hours worked.

- b) To receive any updates and consider actions

A fuller HR report to be available at the October meeting.

**PC084/21 Policies and Terms of Reference:**

- a) To consider approving the revised Litterpicking Risk Assessment for Staff and Service Providers

It was:

RESOLVED to approve the revised Litterpicking Risk Assessment for Staff and Service Providers.

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

- b) To consider approving the revised Financial Risk Register

It was:

RESOLVED to approve the revised Financial Risk Register.

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

- c) To consider adopting a Modern Slavery Statement

It was:

RESOLVED to adopt the Modern Slavery Statement.

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

**PC085/21 To note the date of the next meeting : 25 October 2021**

The next meeting is scheduled for 19:30 on Monday, 25 October 2021.

The meeting closed at 21.02