

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 October 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), Baker, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC086/21 To receive and approve apologies for absence

Apologies were received and noted from County Cllr van de Ven and District Cllr Hales.

PC087/21 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

PC088/21 To consider an application for co-option

Application had not been received so the item was not considered.

PC089/21 Chairs' Announcements – For information only

Chair noted that the MVAS unit would soon be installed on New Road.

PC090/21 To approve the minutes of the Parish Council Meeting held on 27 September 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 27 September 2021 as an accurate record.

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

PC091/21 To report back on the minutes of the Parish Council Meeting held on 27 September 2021

There was nothing to report.

PC092/21 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.

PC093/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member raised a query with regard to recent flooding. Noted that a meeting with Anglian Water has been arranged. Gullies have been cleared but pipework struggles to cope with volume of water. Also noted impact of riparian water rights on maintenance of water courses.

Consultation on Local Plan starts on 1 November. Details to be made available and public invited to participate.

Director of Public Health for Cambridgeshire is calling for area to be made an Enhanced Response Area. Decision should be available on 27/10. Discussion with regard to the impact this would have on public buildings and other activities.

PC094/21 Governance:

- a) To receive an update on the Parish Council's insurance provision for 2021/22

Insurance for 2021/22 is with Aviva, arranged through brokers BHIB on a three year fixed deal at an annual premium of £13,472.01.

- b) To note a request for provision of a skate park

Noted that a decision had been taken some time ago to install a new skate park in the village. Discussion with regard to various options and locations. Noted there is s106 money available for this.

ACTIONS:

- Clerk to invite councillors to join a working party to progress this. Also to invite the member of the public making the request to join the working party.
- Assistant to the Clerk to look into possible sources of grant funding.

- c) To note a request for overnight parking for the Kebab Van

Noted that the Lease clearly states this is a short stay car park and there is signage prohibiting overnight parking.

It was:

RESOLVED to make enquiries of SCDC for permission to amend the terms of the Lease to provide for overnight parking for the kebab van.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour: None. Against: Cllrs, Baker, Barnes, Cowley, Clark, Davey, Hart, Kilmurray, Travis, Wilson.

The resolution fell.

- d) To receive an update with regard to provision of a Post Office

Noted that the Post Office is due to re-open in the Premier Store on 1 December. Details on the online consultation have been shared on the Parish Council website and facebook page.

- e) To receive any updates and consider actions

There was nothing further to report.

PC095/21 Finance Matters:

- a) To consider the approvals list for October 2021

It was:

RESOLVED to approve the approvals list for October 2021.

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

- b) To receive and consider finance report for September 2021

The finance report was received.

- c) To receive any updates and consider actions

There was nothing further to report.

PC096/21 To note the bank reconciliations for September 2021

The bank reconciliations for September 2021 were noted.

PC097/21 Community Hub Extension Project

- a) To consider approving payment of the invoice for plumbing works

Noted that the cost of the plumbing works would be split between the Hub maintenance budget (£500) and the extension budget (£700). It was noted that the invoice referred to instructions given by a director of the Hub Management Group.

It was:

RESOLVED to approve payment of the invoice for plumbing works in the sum of £1,200 + VAT.

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

- b) To receive any updates and consider actions

There was nothing further to report.

PC098/21 Planning Matters:

- a) To consider an amendment to the Deed of Easement for the Old Rec

It was:

RESOLVED to approve the amendment to the Deed of Easement for the Old Rec. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

ACTION: Clerk to prepare engrossment for signature on behalf of the Parish Council.

- b) To receive an update on transfer of the SGB from Hopkins Homes

Noted that negotiations as to the commuted sum are ongoing.

- c) To receive any updates and consider actions

There was nothing further to report.

PC099/21 Maintenance Matters:

- a) To consider quotations for fencing at The Cross

A quotation from Universal including the area at 83 High Street was considered in conjunction with quotes received earlier in the year.

It was:

RESOLVED to accept the quotation for oak fencing at The Cross, outside Leeches and 83 High Street from Universal Fencing in the sum of £8,377.50 + VAT.

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

- b) To receive any other updates and consider actions.

There was nothing further to discuss.

PC100/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was noted with thanks. **ACTION:** Clerk to invite the Timebank Coordinator to attend a future full Council meeting.

PC101/21 HR Matters:

- a) To receive a report from the HR Panel

Noted that the HR Panel Terms of Reference provide for up to 5 councillor members. There are currently 3 members on the HR Panel. Councillors were invited to email the Chair of the HR Panel or the Clerk if they wish to join. Meetings are usually held monthly.

Noted that the HR Panel Terms of Reference are to review staffing structures as necessary and annually. Councillors were asked to highlight any possible shortfall or other staff requirements and to send details to the Chair of HR Panel.

- b) To receive any updates and consider actions
There was nothing further to discuss.

PC103/21 Policies and Terms of Reference:

To consider approving a Risk Assessment for installation of MVAS unit

This item was deferred for further discussion.

PC104/21 To note the date of the next meeting : 22 November 2021

The date of the next meeting is Monday, 22 November 2021.

The meeting closed at 20.30.