

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 17 January 2022 at 7.30pm in the Atrium of the 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, Hart, Kilmurray, Travis, Wilson

Absent:

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

PC126/21 To consider applications for co-option

This item was deferred pending additional information requested to complete the skills audit.

PC127/21 To receive and approve apologies for absence

Apologies received from Cllr Davey – acceptable reasons were given.

It was:

RESOLVED to approve Cllr Davey's apologies for absence.

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

PC128/21 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 Baker, Kilmurray and Travis declared an interest in the following items as members of the Hub Management Group:

- PC136/21f)

- PC144/21a)

- PC146/21a) and b)

Cllrs were given dispensation to participate in the discussion but not to vote.

PC129/21 Chairs' Announcements – For information only

Chair reported that he is pursuing a request to Stonebond to repair the damage to the footpath at the entrance to Littlehands car park.

PC130/21 To approve the minutes of the Parish Council Meeting held on 22 November 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting on 22 November 2021 as an accurate record.

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

PC131/21 To report back on the minutes of the Parish Council Meeting held on 22 November 2021

Clerk reported back on the following actions:

PC113/21c) Clerk thanked Cllrs Kilmurray and Baker for their help in sourcing and setting up a new laptop for the parish office. Noted there is an item on the agenda for the meeting to retrospectively approve the expenditure.

PC117/21e) Comments on the draft Local Plan have been submitted

PC132/21 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.

PC133/21 To consider setting the precept for the financial year 2022/23

Chair of Finance and Good Governance reported that the Committee had considered the draft precept at a meeting in December. Headline figures:

- Total increase in precept for the year : £18,130

- Equates to 1.98% increase per household (noted this is below rate of inflation)

- Reserves remain at a healthy level

- There is funding for a number of projects and discretionary spend
 - Allowance has been made for likely increases in energy costs and a contribution to the LHI project
- The draft budget was recommended to full Council for approval.

It was:

RESOLVED to approve the budget for 2022/23 as recommended by Finance and Good Governance Committee.

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

Councillors expressed their thanks to the RFO for her work on preparing a robust and detailed budget.

[19:43 The RFO left the meeting]

PC134/21 To receive reports from the District and County Cllrs for Melbourn

District Cllr Hart was in attendance and highlighted the following items from the report:

- Business support grants now available for Coronavirus relief
- Special stop order for Cambridge-bound trains passing through Meldreth station
- Requests for members of the public to report highways matters to the relevant authority
- Further discussions underway with regard to civil parking enforcement

Cllr Hart and County Cllr van de Ven to attend the LHI grant application hearing on 1 February. Noted that there will be a further opportunity for local residents to collect LFT kits from the High Street car park on 22 and 29 January (10 – 4pm or until stocks run out).

Online Health and Social Care webinar – 20 January 2022 available at <https://www.scamb.gov.uk/business/looking-after-your-mental-health/>

PC135/21 Governance:

- a) To note the Internal Auditor's report.

The report was noted.

- b) To note an email decision with regard to Hub signage

The decision was noted.

- c) To consider how the Parish Council will mark the Queen's Platinum Jubilee

Various ideas were suggested including an event at the Hub and also approaching the Fete Committee about a joint village-wide activity – possibly involving baking or Jubilee pudding competition. Noted that there will be an additional public holiday on Thursday, 2 June to be followed by the existing public holiday on 3 June. Suggested that ideas are collated and considered by a small group to progress.

ACTIONS:

- Clerk to investigate commemorative gifts for primary school children.
- Clerk to circulate ideas for further consideration.

- d) To note new arrangements for energy supply to Parish facilities

Noted that 3 year contracts for current energy supply with British Gas are coming to an end. Clear Utility Solutions working with CAPALC have identified alternative providers and a 3 year contract with British Gas Lite has been accepted.

- e) To receive any updates and consider actions

There was nothing further to discuss.

PC136/21 Finance Matters:

- a) To consider retrospectively approving the approvals list for December 2021

It was:

RESOLVED to retrospectively approve the approvals list for December 2021.

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

- b) To consider approving a quotation for 3 year contract with Edge

It was:

RESOLVED to approve the quotation for 3 year contract with Edge for provision of the finance,

allotments and cemeteries modules.

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

- c) To consider a recommendation from Maintenance Committee to approve expenditure on repairs to play equipment on Clear Crescent play area to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for repairs to play equipment on Clear Crescent from reserves.

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

- d) To consider a recommendation from Maintenance Committee to approve drainage repairs at Littlehands to be funded from reserves

It was:

RESOLVED to fund the shortfall in the maintenance budget required for remedial works to the drains at Littlehands

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

- e) To consider retrospectively approving expenditure on a new laptop and software for the Parish office

It was:

RESOLVED to retrospectively approve the sum of £490.49 (including VAT and delivery) in respect of a new laptop for the parish office.

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

- f) To consider approving payment of the licence fee to the Hub

It was:

RESOLVED to approve payment of the annual licence fee (in respect of rental and all services for the use of the parish office) to the Hub in the sum of £13,400.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC137/21 To note the bank reconciliations for November and December 2021

This was noted.

PC138/21 Planning Matters:

- a) To discuss and consider approving transfer of the open space at Victoria Heights

Chair of Planning Committee reported on a recent visit to the development and a recommendation from Planning Committee that the Parish Council should take transfer of the two open spaces once they are both completed to an acceptable standard. Noted that the commuted sum is already specified in the s106 Agreement and that the ongoing maintenance works will need to be incorporated into existing Maintenance Contracts.

It was:

RESOLVED to approve transfer of the two open spaces on satisfactory completion of both areas and subject to inspection.

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

- b) To discuss and consider adopting the access road to New Road Cemetery

Chair of Planning Committee reported on a recent visit and inspection of the access road. Noted that Highways will not adopt the road as it serves fewer than 5 houses. Currently, residents of the 3 properties on the access road are making an annual payment of £50 towards future maintenance. Road surface is unfinished but hardcore is visible on the surface. Although the road may not require maintenance for some time, there is potential for high maintenance or repair costs in the future. Planning Committee's recommendation is that the Parish Council does not accept transfer of the access road.

It was:

RESOLVED to approve adopting the access road to New Road Cemetery.

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

A member suggested that we should be clear when considering future developments that it is not the Parish Council's policy to adopt roads and has not adopted any other roads in the village. Also noted that developers should be responsible for finishing roads so as to be compliant with County Highways requirements.

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

Noted that the District Landscape Architect had indicated that the developer's costing for future maintenance of the SGB does not appear to include all the work contained in the LEMP. Further negotiations with the developer ongoing.

- d) To note the Parish Council's response to the draft Local Plan

This was noted.

- e) To consider signing an Indemnity in respect of 46-56 The Moor

Noted that the agenda incorrectly refers to the development as 46-46 The Moor.

It was:

RESOLVED to approve signature of the Indemnity on behalf of the Parish Council.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC139/21 Maintenance Matters:

- a) To discuss and consider unauthorised signage on the highways

Discussion with regard to complaints received about growing number of unauthorised advertising signs on the highways. Noted that many are for local businesses. Highways Officer has indicated that action is only taken if a complaint is received.

ACTIONS:

- Clerk to write to local businesses requesting that they remove the unauthorised signage

- Clerk to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages

It was:

RESOLVED:

- to write to local businesses requesting that they remove the unauthorised signage

- to share the link to the District Council's Envirocrime online reporting page for people to report unauthorised signs on our website and social media pages

- that the Parish office should report unauthorised signage via the SCDC Envirocrime online reporting page

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

- b) To receive any updates and consider actions.

There was nothing further to discuss.

PC140/21 HR Matters:

- a) To discuss and consider funding Timebank activities for a further period of 3 years

Chair of the HR Panel provided an update. The Timebank has been in place for 3 years and the Timebank Coordinator's role has developed over time and in response to the current situation. It was noted that the past 2 years activities have been affected by Covid and the Timebank Coordinator has adapted activities accordingly. HR Panel's recommendation is that the Timebank Coordinator's role be funded from the precept for a further 3 years, to be reviewed annually.

It was:

RESOLVED to continue to support the Timebank and fund the Timebank Coordinator's salary for a further period of 3 years (reviewed annually).

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

- b) To receive a report from the HR Panel

Noted that there are currently 3 members of the HR Panel with 2 vacancies.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC141/21 Melbourn Timebank

- a) To receive an update and consider approving expenditure on current Timebank activities

The Timebank Coordinator's report was received with thanks. The report contained a request for a cash float of £100 to be made available to the Timebank Coordinator out of the Timebanking Together funding received. Receipts for any expenses will be made available prior to reimbursement of monies.

It was:

RESOLVED to approve a cash float of £100 to be made available to the Timebank Coordinator for various Timebank activities with expenditure to be supported by receipts.

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

PC142/21 Policies and Terms of Reference:

- a) To consider any other updates and consider actions

There was nothing to discuss.

PC143/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC144/21a)

It was:

RESOLVED under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting.

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

PC144/21 Community Hub Extension Project

- a) To discuss and consider Brownstone's final invoice for building works

This item was discussed in camera

PC145/21 Motion to re-open the meeting to Public and Press:

It was:

RESOLVED to re-open the meeting.

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

PC146/21 Community Hub Extension Project

- a) To consider approving reimbursement of the cost of electrical works to the Hub

Noted that subject to final settlement of Brownstone's invoice number 1184, there remain funds available in the budget which can be reimbursed to the Hub for electrical works ((PC123/21b) Full Council meeting 22 November 2021). A member queried if the project was within budget. A member of the Management Group confirmed that although some additional works had been ordered, these were funded by the Hub from various business re-start grants made available. The extension project budget will not be exceeded.

It was:

RESOLVED that a payment of £5,000 from the project budget surplus should be paid to the Hub in respect of the electrical works carried out.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC147/21 To note the date of the next meeting : 28 February 2022

The meeting closed at 21:45