

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 28 February 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), Barley, Hart, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales, County Cllr van de Ven and 4 members of the public

## **PC148/21 To receive and approve apologies for absence**

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

It was:

RESOLVED to accept the apologies from Cllrs Barnes, Cowley and Kilmurray.

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

## **PC149/21 To consider applications for co-option**

Application for co-option was received from Michael Barley. Cllrs were given an opportunity seek further information from Mr Barley on his reasons for standing for co-option. Cllrs were asked to indicate their support or otherwise to Mr Barley's application for co-option by completing a voting slip which the Clerk collected and counted. Cllrs voted unanimously to co-opt Mr Barley who took his place at the table and joined the meeting and signed his Declaration of Acceptance of Office.

## **PC150/21 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 Travis noted an interested in items PC156/21d) and PC159/21 as a director of the Hub. Cllr Travis was given dispensation to remain in the meeting but not to vote.

## **PC151/21 Chairs' Announcements – For information only**

Chair noted the sad passing of Barry Deville, who served on the Maintenance Committee and was Chair of the Allotment Association.

Chair noted that Kieron Baker has resigned from the Parish Council and thanked him for his service. Chair noted that Standing Orders had been circulated with the agenda and took the opportunity to remind cllrs of appropriate conduct for debate.

## **PC152/21 To approve the minutes of the Parish Council Meeting held on 17 January 2022**

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 17 January 2022 as an accurate record.

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

## **PC153/21 To report back on the minutes of the Parish Council Meeting held on 17 January 2022**

There was nothing to report.

## **PC154/21 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.

A member of the public queried if the chain of office was available and suggested that it should be worn at parish events and on official parish business. **ACTION:** Clerk to check the location of the chain of office and advise.

A member of the public noted that All Saints Community Hall were planning to hold a coffee morning for the Trouping of the Colour on Thursday, 2 June 2022. The event would be open to all. ASCH also hoping to organise an event for Friday, 2 June – more details to follow.

A director of the Hub advised that plans were underway to hold a weekend of family fun at the Hub. Road closure along the High Street is being investigated. It was hoped that local residents would arrange street parties around the village. To be discussed further at PC160/21.

**PC155/21 To receive reports from the District and County Cllrs for Melbourn**

County and District Cllrs presented their report to the meeting:

- Delays with regard to Greenway. Noted challenges with regard to staffing changes at the County Council. Footpath to Meldreth Station is marked for priority work.
- Parking Enforcement - District and County Council are applying to become civic parking enforcers.
- Thakeham – Their phone lines are out of use but this does not mean they are withdrawing from the area and we should be mindful of the investment they have made so far.
- An update was received with regard to increase in council tax: County Council increase of 4.99% / District Council increase of £5 per Band D property.
- Update with regard to train services to Meldreth Station.
- Community Chest Grant Funding available for Jubilee events for clubs and groups up to £700. No limit on applications from one parish.
- Cllrs noted that they are available to meet with residents to discuss Hardship Fund.
- Update with regard to Citizen's Advice Bureau funding and availability of the service from the Community Hub.
- Be Kind Campaign – residents encouraged to seek help where needed in these difficult times. District Cllrs noted that they are available to support and can be contacted at any time.

**PC156/21 Governance:**

- a) To note the Review of Effectiveness of Internal Controls  
This was noted.
- b) To note the Review of Effectiveness of the Internal Audit  
This was noted.
- c) To consider appointing Canalbs to carry out the internal audit at year end  
It was:  
RESOLVED to appoint Canalbs to carry out the internal audit at year end.  
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- d) To consider reimbursing the Hub for library related expenditure from s106 monies  
It was:  
RESOLVED to reimburse the Hub for library related expenditure from s106 monies in the sum of £1,223.42.  
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barley, Clark, Davey, Hart, Wilson.  
Abstain: Cllr Travis.
- e) To note an email decision for repairs to the parish clock  
The email decision was noted. Chair thanked Cllr Cowley for his efforts. It was noted that the Heasells are coming out on Thursday to check the motor.
- f) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC  
It was:  
RESOLVED to renew memberships and subscriptions to Cambridgeshire ACRE, CAPALC, ICCM and SLCC.  
Proposed by Cllr Davey, seconded by Cllr Barley. All in favour.
- g) To receive any updates and consider actions  
There was nothing further to discuss.

**PC157/21 Finance Matters:**

- a) To consider retrospectively approving the approvals list for January 2022

It was:

RESOLVED to retrospectively approve the approvals list for January 2022.

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

**ACTION:** Clerk to investigate high electricity costs for the wardens' workshop.

- b) To consider approving the approvals list for February 2022

It was:

RESOLVED to approve the approvals list for February 2022.

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

- c) To receive and consider the finance report for December 2021 and January 2022

It was:

RESOLVED to receive the finance report for December 2021 and January 2022.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

**PC158/21 To note the bank reconciliations for January 2022**

This item was deferred.

**PC159/21 Community Hub**

- a) To consider approving quotations for Hub signage

It was:

RESOLVED to approve expenditure in the sum of £839.80 + VAT for fabrication of signs and graphics, lighting connection and installation (items 4, 5 and 6 on the schedule of expenses).

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

**PC160/21 The Queen's Platinum Jubilee**

- a) To discuss and consider options for marking the Queen's Platinum Jubilee

Options for commemorative benches were considered. Noted that The Cross would be a suitable location for a bench.

It was:

RESOLVED to purchase a metal commemorative bench from the Empire Poppy Store at a cost of £850 + VAT.

Proposed by Cllr Hart, seconded by Cllr Davey.

Noted that there would be additional installation costs. A member suggested applying for a Community Chest grant to cover this expenditure.

*[Post meeting note: Since preparation of the report, the cost of the bench has increased to £1,000. Clerk to circulate an update with email decision.]*

Options for commemorative gifts for primary school children were considered. Various options are available and it was suggested that a sum be allocated for this and the primary school to give children opportunity to vote on their preferred item.

It was:

RESOLVED to approve expenditure up to £1,500 for a commemorative gift for all children at Melbourn Primary School.

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

**ACTION:** Clerk to contact the headteacher at the Primary School to discuss.

As noted under item PC154/21, the Community Hub would be arranging a weekend of family fun events to mark the Queen's Platinum Jubilee.

**PC161/21 Planning Matters:**

- a) To receive an update with regard to transfer of the SGB on the Hopkins Homes development

An update was received. Discussions ongoing with the developer in an attempt to agree a commuted sum for future maintenance. S106 Officer has agreed to help to progress this.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC162/21 Maintenance Matters:**

- a) To receive an update with regard to trees bordering the Hub

An update was received. Advice has been sought from District Council's tree officer with a request for a site meeting.

- b) To receive any updates and consider actions.

A member noted the new fencing at The Cross and commended Universal Fencing for their work.

**PC163/21 HR Matters:**

- a) To consider approving advert for an Independent Service Provider to cover planned absence by the village wardens

An update was received. Increasing volume of work for wardens was noted. HR Panel have a responsibility to ensure that there is sufficient capacity to cover additional works. Also important to ensure there is cover in the event of staff absences.

It was:

RESOLVED to approve advertising for an Independent Service Provider to cover in the event of absence or at times of high work volumes.

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

- b) To consider approving an Independent Service Provider Agreement

It was:

RESOLVED to approve the Independent Service Provider Agreement for additional warden cover when required.

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

- c) To receive any updates and consider actions

Noted that the HR Panel is mindful that there is backup for the RFO in the event of absence or holidays. Clerk and/or Assistant to Clerk may be able to help. Noted that the RFO will monitor current high workload and advise if additional hours are required. Staff are encouraged to log additional hours worked.

**PC164/21 Melbourn Timebank**

- a) To receive the Timebank's monthly reports for January and February and consider approving expenditure on current Timebank activities

The Timebank Coordinator's reports for January and February were received. It was noted that walking activities have become very popular and residents from neighbouring villages are participating. Noted that expenditure to promote Timebank activities and provide opportunity for new members to attend would be met from funding made available by Timebank UK.

It was:

RESOLVED to approve reimbursement of expenses to the Timebank Coordinator in the sum of £54.45 (January expenses) and £203.75 (February expenses).

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

**PC165/21 Policies and Terms of Reference:**

- a) To consider approving the updated Policy for Complaints : Councillors

It was:

RESOLVED to approve the updated Policy for Complaints : Councillors.

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

- b) To consider approving the updated Policy for Complaints : Staff and Service Providers

It was:

RESOLVED to approve the updated Policy for Complaints : Staff and Service Providers.

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

- c)** To consider approving the updated Community Grant Policy

It was noted that the Lightsource Agreement was signed in January 2015 for a period of 20 years. After which time, solar farm community benefit funding would cease. Noted that this funding was important to many local groups and clubs and the Parish Council should consider building a reserve for community benefit grants once the solar farm funding stops in 2035. To be discussed further to Finance and Good Governance Committee in June 2022.

It was:

RESOLVED to approve the updated Community Grant Policy.

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

- d)** To consider approving the updated Reserves Policy

It was:

RESOLVED to approved the updated Reserves Policy.

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

- e)** To consider approving the updated Allotment Bee Keeping Policy

It was:

RESOLVED to approve the updated Allotment Bee Keeping Policy as recommended by Maintenance Committee on 24 February 2022.

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

- f)** To consider approving the updated Risk Management Document for Play Parks

It was:

RESOLVED the updated Risk Management Document for Play Parks as recommended by Maintenance Committee on 24 February 2022.

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

- g)** To consider approving the updated Risk Management Document for Cemeteries

It was:

RESOLVED the updated Risk Management Document for Cemeteries as recommended by Maintenance Committee on 24 February 2022.

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

- h)** To consider approving the updated Risk Management Document for Allotments

It was:

RESOLVED the updated Risk Management Document for Allotments as recommended by Maintenance Committee on 24 February 2022.

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

- i)** To consider approving the updated Risk Assessment for the Pavilion

It was:

RESOLVED the updated Risk Assessment for the Pavilion as recommended by Maintenance Committee on 24 February 2022.

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

- j)** To consider approving a Risk Assessment for Hedge Planting

It was:

RESOLVED the updated Risk Assessment for Hedge Planting as recommended by Maintenance Committee on 24 February 2022.

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

- k)** To consider approving updated Terms of Reference for the Maintenance Committee

It was:

RESOLVED the updated Terms of Reference for the Maintenance Committee.

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

- l)** To consider approving updated Terms of Reference for the Planning Committee

It was:

RESOLVED the updated Terms of Reference for the Planning Committee.  
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

- m) To consider any other updates and consider actions

Noted that the HR Panel will review their Terms of Reference for the next full Council meeting.

**PC166/21 To note the date of the next meeting : 28 March 2022**

The meeting closed at 20:58