

**MELBOURN PARISH COUNCIL**

(District of South Cambridgeshire)

**A meeting of this Council was held on Tuesday, 10 May 2022 at 7.40pm in the Austen Room of the Hub, 30 High Street, Melbourn, 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), Alexander, Barnes, Campbell, Davey, Hart, Kilmurray, Travis

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales

**PC001/22 To receive nominations and to elect the Chair of the Parish Council and signature of Declaration of Office**

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED to elect Cllr Clark as Chair of the Parish Council for the new civic year. Cllr Clark signed the Declaration of Office in the presence of the Parish Clerk.

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

**PC002/22 To receive nominations and to elect the Vice Chair of the Parish Council and signature of Declaration of Office**

Cllr Cowley was nominated in his absence. There were no other nominations.

It was:

RESOLVED to elect Cllr Cowley in absentia and that he would sign his Declaration of Acceptance of Office at the earliest opportunity in the presence of the Parish Clerk.

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

**PC003/22 To receive and approve apologies for absence**

Apologies were received from Cllrs Barley, Cowley and Wilson with acceptable reasons provided.

It was:

RESOLVED to accept the apologies received from Cllrs Barley, Cowley and Wilson.

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

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

**PC004/22 All Councillors to sign Declarations of Acceptance of Office**

All cllrs in attendance signed their Declarations of Acceptance of Office in the presence of the Clerk.

**PC005/22 To receive any Declarations of Interest and Dispensations**

*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*

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.

**PC006/22 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.

**PC007/22 To approve the minutes of the Parish Council meeting on 25 April 2022**

A member queried PC193/21 the time of the meeting at the Meldreth Underpass on 11 May 2022. **ACTION:** District Cllr Hart to check the time and respond.

It was:

RESOLVED to approve the minutes of the Parish Council meeting on 25 April 2022 as an accurate record.

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

**PC008/22 To report back on the minutes of the Parish Council meeting on 25 April 2022**

PC201/21c) Assistant to the Clerk has confirmed the order with HAGS and advised unsuccessful tenderers.

**PC009/22 Chair's Announcements**

Chair advised that the PC's LHI bid had been successful. Funding for additional road safety measures along New Road and other areas in the village will be funded by CCC grant and precept. Noted that projects are unlikely to be carried out before next year. A member noted caution with regard to current rising costs and the potential impact on the project. **ACTION:** Clerk to write to Josh Rutherford to thank him for his support.

**PC010/22 To consider filling vacant seats by co-option**

Noted that 11 candidates were elected on 5 May 2022. This leaves 4 vacancies to be filled by co-option. A member suggested that a period of induction for new cllrs would be helpful. To be arranged.

It was:

RESOLVED to advertise vacant seats for co-option as soon as possible.

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

**PC011/22 Appointment of Standing Committees**

## a) Planning Committee (max eight cllrs)

Cllr Alexander  
Cllr Barley\* noted via email  
Cllr Barnes  
Cllr Clark,  
Cllr Hart,  
Cllr Kilmurray

## b) Finance &amp; Good Governance Committee (max seven cllrs)

Cllr Clark  
Cllr Cowley\* noted via email  
Cllr Hart  
Cllr Kilmurray

## c) Maintenance Committee (max six cllrs)

Cllr Alexander  
Cllr Barley\* noted via email  
Cllr Barnes  
Cllr Clark  
Cllr Kilmurray  
Cllr Travis

Clerk noted that the next Maintenance Committee meeting is to be rescheduled from Thursday, 19 to **Wednesday, 18 May at 09:30**. Committee members were requested to indicate their availability.

*[20:10 District Cllr Hales joined the meeting]*

## d) MAYD Joint Committee (max three Melbourn cllrs)

Cllr Barnes  
Cllr Davey  
Cllr Travis

Cllr Hart to attend in her capacity as a District Councillor.

**PC012/22 Appointment of Standing Working Parties**

- a) Melbourn Futures Working Party (max three cllrs)

Noted that Melbourn Futures Working Party has a minimum of three cllrs

Cllr Barnes  
Cllr Campbell  
Cllr Clark  
Cllr Davey  
Cllr Hart

Also County Cllr van de Ven and District Cllr Hales

- b) Melbourn Play Parks Working Party (max five cllrs)

Cllr Campbell  
Cllr Clark  
Cllr Kilmurray  
Cllr Travis

- c) Skate Park Working Party (max five cllrs)

Cllr Campbell  
Cllr Clark  
Cllr Davey  
Cllr Travis

- d) Website Working Party (max four cllrs)

Cllr Barnes  
Cllr Campbell  
Cllr Hart  
Cllr Kilmurray

- e) HR Panel (max five cllrs)

Cllr Alexander  
Cllr Clark  
Cllr Hart  
Cllr Travis

**PC013/22 To note Parish Council Liaisons on the following:-**

- a) Board of Trustees of Francis John Clear Almshouses (Mavis Howard)  
b) Board of Trustees of Martin's Charity (the Clerk)  
c) Board of Trustees of Triggs Charity Trust (Gillian Morland)  
d) Melbourn Mobile Warden Scheme (Colin Conner)  
e) Melbourn Community Hub Lunch Club (MCHMG)

Noted that the Lunch Club is now being delivered at the Hub with funding transferred from previous provider. Annual costs are iro £1,000.. More funding may be required in future.

**PC014/22 To note the calendar of meetings for the new civic year**

The calendar of meetings was noted.

**PC015/22 To review the schedule of policies and procedures**

The schedule of policies and procedures was circulated. Chair requested committees, working parties and parish office to review policies for which they have responsibility. Policies requiring review to be considered at future meeting of full Council.

**PC016/22 To consider adopting the General of Power of Competence (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011)**

Noted that the Council now meets the criteria to adopt General Power of Competence, being two thirds of cllrs elected and a CiLCA qualified Clerk. Discussion with regard to additional powers available to Council under GPC.

It was:

RESOLVED to adopt the General Power of Competence (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011).

Proposed by Cllr Kilmurray, seconded by Cllr Campbell. In favour: Cllrs Alexander, Barnes, Campbell, Clark, Hart, Kilmurray, Travis. Abstain: Cllr Davey.

**ACTIONS:**

- Clerk to identify if there is cllr training available for GPC
- Clerk to follow up with CAPALC to clarify other requirements for adopting GPC
- Further information to be obtained from District Council s151 Officer.

**PC017/22 To note the date of next meeting: Monday, 23 May 2022**

The next meeting of full Council will take place at 19:30 on Monday, 23 May 2022.

Cllr Davey noted thanks to the Clerk and Assistant to the Clerk for their work preparing for meetings and generally throughout the year.

The meeting closed at 21:12

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 25 April 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, Barnes, Cowley, Davey, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), County Cllr van de Ven, 14 members of the public

### **PC187/21 To receive and approve apologies for absence**

Apologies were received from Cllr Hart with acceptable reasons given.

It was:

RESOLVED to approve Cllr Hart's apologies for absence.

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

Apologies were also noted from District Cllr Hales.

### **PC188/21 To receive any Declarations of Interest and Dispensations.**

**Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.**

- 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 Kilmurray and Travis noted their interest in agenda items PC197/21a)-c) and PC199/21f) as directors of the Community Hub. They were granted dispensation to remain for the discussion but not to vote.

### **PC189/21 Chairs' Announcements – For information only**

Chair noted that there had been 11 nominations for the May elections. All candidates would be elected uncontested.

### **PC190/21 To approve the minutes of the Parish Council Meeting held on 28 March 2022**

Clerk noted that Cllr Davey had not been recorded as in attendance in the minutes for 28 February 2022 (which were appended to the minutes of 28 March 2022).

It was:

RESOLVED that subject to Cllr Davey's attendance being noted on the minutes of 28 February 2022 appended to the minutes of 28 March 2022, the minutes were approved as an accurate record.

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

### **PC191/21 To report back on the minutes of the Parish Council Meeting held on 28 March 2022**

PC174/21 - Noted that a response had been received from the Chief Executive of SCDC following a request for clarification of the percentage increase in the cost of adult social care. A member asked for it be noted that they felt the response was unsatisfactory and the way the increase was presented was still misleading.

### **PC192/21 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 questions at this time from members of the public.

To avoid delaying members of the public in attendance for grant applications, the Chair amended the order of the agenda.

**PC199/21 To consider the following grant applications**

Each application was reviewed to determine that it met the criteria and was then considered for a grant award.

**a) Melbourn Playgroup and MOOS**

Representatives from the applicant were in attendance. Clarification was sought that the applicant is independent of the primary school and had a separate arrangement for leasing the space on the primary school site directly from the County Council. Applicants noted that the current poor condition of the outside space prevented them from delivering a full range of activities as part of their curriculum. Applicants also noted that they are seeking further funding from other sources towards the project to improve the outside space.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act 1976 a grant in the sum of £9,000 would be awarded.

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

**b) Melbourn Bowls Club**

There was no representative in attendance. A member noted concern that there appear to be a number of different options for the equipment to be funded available online.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

Proposed by Cllr Cowley, seconded by Cllr Wilson. In favour: Cllrs Barley, Barnes, Clark, Cowley, Davey, Wilson. Against: Cllr Travis. Abstain: Cllr Kilmurray.

It was:

FURTHER RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act 1976 a grant in the sum of £900 would be awarded.

Proposed by Cllr Cowley, seconded by Cllr Wilson. In favour: None. The resolution fell.

**ACTION:** Clerk to respond to the application with a request for more information.

**c) Melbourn Dynamos**

A representative was in attendance.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

Proposed by Cllr Barnes, seconded by Cllr Wilson. In favour: Cllrs Barley, Barnes, Clark, Davey, Kilmurray, Travis, Wilson. Against: Cllr Cowley.

It was:

FURTHER RESOLVED that in accordance with s19 of the Local Government (Miscellaneous Provisions) Act 1976 a grant in the sum of £6,493 would be awarded.

Proposed by Cllr Barnes, seconded by Cllr Clark. In favour: Cllrs Barley, Barnes, Clark, Davey, Kilmurray, Travis, Wilson. Against: Cllr Cowley.

**d) Melbourn Library**

Noted that this application had been withdrawn.

**e) CAMSAR**

Noted that it is difficult to predict how the service will benefit local people. Equipment to be funded is for underwater use. A member noted that there are larger bodies of water in our area.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

Proposed by Cllr Clark, seconded by Cllr Davey. In favour: Cllrs Barley, Barnes, Clark, Davey, Travis, Wilson. Against: Cllrs Cowley and Kilmurray

It was:

FURTHER RESOLVED that in accordance with s137 of the Local Government Act 1972 a grant in the sum of £300 would be awarded.

Proposed by Cllr Davey, seconded by Cllr Travis. In favour: Cllrs Barley, Barnes, Clark, Davey, Travis, Wilson. Against: Cllrs Cowley and Kilmurray. .

**f) Melbourn Community Hub**

Noted that the Jubilee weekend celebrations will be a large-scale event including a street party which will be open to the whole village. The amount applied for was discussed and clarified as to £3,000 from community benefit with £1,000 to be made available from precepted funds. Any unused grant monies to be refunded after the event.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with s145(1)(a) of the Local Government Act 1972 a grant in the sum of £3,000 would be awarded.

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

**g) Melbourn Primary School PTFA**

Representatives were in attendance. Clarification as to the equipment to be purchased was provided.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with s145(1)(a) of the Local Government Act 1972 a grant in the sum of £5,080 would be awarded.

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

**h) All Saints Community Hall**

Representatives were in attendance.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with s137 of the Local Government Act 1972 a grant in the sum of £300 would be awarded.

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

**i) Community Support for Dementia**

Representatives were in attendance. Noted that section 8 of the grant application form had been inadvertently deleted. Applicants confirmed that additional funding required would be sourced through fundraising such as a danceathon and application for funding from other sources.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant

awarded.

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

It was:

FURTHER RESOLVED that in accordance with s142(2A) of the Local Government Act 1972 a grant in the sum of £6,572 would be awarded.

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

**j) St Georges Allotment Association**

There was no representative in attendance.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with ss9-10 and s6 of the Open Spaces Act 1906 a grant in the sum of £659.04 would be awarded.

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

**k) It Takes A Village**

A representative was in attendance. Noted that this is a new support group – no financial information is available at this time. A member noted that applications from new groups had been rejected previously as there has been no demonstrable need for the service within the village. This was not felt to be the case with this application.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with s142(2A) of the Local Government Act 1972 a grant in the sum of £500 would be awarded.

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

**l) River Mel Restoration Group**

A representative was in attendance.

It was:

RESOLVED to approve the application in principle and to consider the amount of the grant awarded.

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

It was:

FURTHER RESOLVED that in accordance with ss9-10 and s6 of the Open Spaces Act 1906, a grant in the sum of £1,522.14 would be awarded.

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

**m) To consider approving the annual payment to RDCT from s106 monies**

Noted that the annual payment to RDCT is from ringfenced s106 monies to be distributed under an existing Agreement between the applicant and the Parish Council.

It was:

RESOLVED to approve payment of £5,000 as set out in the agreement dated April 2021.

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

**n) To note refund of unused grant monies awarded to Celebrating Ages for 2021**

Noted that Celebrating Ages had been unable to hold events during 2021. Therefore £3,000 would be returned to the community benefit fund for redistribution.



Noted that a total of £33,426.18 had been awarded in community benefit grants leaving £19,992.77 to be distributed at the November funding round.

**PC193/21 To receive a report from the County Cllr for Melbourn**

County Cllr van de Ven noted a sponsored swim on 22 May (8-9pm) at Royston Leisure Centre raising funds for HomeStart. Cllrs were invited to join the team and to seek sponsorship. LHI applications to be decided on 28 April. Noted that Melbourn's application appears to have scored well.

Support for residents welcoming people from Ukraine was highlighted.

Noted with regret that the Oil Club will cease operating.

Need to raise awareness of the 17 bus to increase passenger numbers.

Hoping to increase train services from mid-May.

Update from PSG and improvements to the underpass to Meldreth. Thanks noted to SDC for their help in clearing the vegetation. Improvements to the footpath tied in to the ongoing

Greenway Projects. Noted there are issues over width of the footpath to be resolved. **ACTION:**

Cllrs are invited to attend the underpass on 11 May.

Update on biodiversity initiative.

The report from County Cllr van de Ven was received.

[20:46 County Cllr van de Ven left the meeting]

**PC194/21 Governance:**

- a) To consider approving draft calendar of meetings for the forthcoming civic year

It was:

RESOLVED to approve the calendar of meetings for the forthcoming civic year.

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

- b) To nominate a councillor to carry out verification of bank reconciliations

Cllr Cowley indicated that he was happy to continue with this task.

It was:

RESOLVED that Cllr Cowley should continue to carry out regular verification of bank reconciliations.

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

- c) To note an email decision for insurance for the parish van

This was noted.

- d) To note expenditure on monitors for the parish office

This was noted.

- e) To receive any updates and consider actions

There was nothing further to discuss.

**PC195/21 Finance Matters:**

- a) To consider approving the approvals list for April 2022

It was:

RESOLVED to approve the approvals list for April 2022.

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

Signatories were requested to log on after the meeting to release the payments.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC196/21 To note the bank reconciliations for March 2022**

Cllr Cowley will carry out the bank reconciliations for March and report back at the next full Council meeting.

**PC197/21 Community Hub**

- a) To note expenditure on replacement kitchen equipment

This was noted.

- b) To consider approving re-allocation of unused s106 monies from kitchen upgrade

It was:

RESOLVED to approve re-allocation of £778.07 unused s106 monies from the kitchen upgrade to fund replacement kitchen equipment.

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

- c) To consider approving expenditure on additional kitchen equipment

It was:

RESOLVED to approve expenditure in the sum of £224.90 on a hand blender.

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

#### **PC198/21 The Queen's Platinum Jubilee**

- a) To receive an update on arrangements for Jubilee celebrations

Information on the planned events at the Hub and other locations were being advertised via social media (with good online engagement). Leaflets to be distributed to all households. Further information will follow.

- b) To receive an update and consider actions

There was nothing further to discuss.

#### **PC200/21 Maintenance Matters:**

- a) To consider approving a quotation for servicing of air-conditioning units

It was:

RESOLVED to approve the quotation from Airway for annual servicing of the air conditioning units in the sum of £280 + VAT.

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

- b) To receive any updates and consider actions.

There was nothing further to discuss.

#### **PC201/21 Melbourn Play Park Working Party**

- a) To consider approving expenditure on the play park refit from s106 monies

Chair of the MPPWP provided an update on the project. Public engagement had been very good. Support for a particular design was overwhelming in favour of HAGS – from members of the public and the Working Party. Thanks were noted to councillors and members of the public involved with the Working Party. Thanks also noted to the Assistant to the Clerk for her hard work on this successful project.

It was:

RESOLVED to approve expenditure on the play park refit of The Moor in the sum of £103,719.85 to be funded from s106 monies.

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

- b) To consider approving contingency to be funded from reserves

Discussed that any contingency for overspend will be funded from available s106 monies and general reserves. Noted that this is a turnkey project with price held by the supplier from 60 days from 31 March 2022 and there is confidence that it will be delivered on budget.

It was:

RESOLVED to approve contingency to be funded from s106 monies with further funding from general reserves if required.

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

- c) To consider awarding the tender for the play park refit at The Moor

It was:

RESOLVED to award the tender for the play park refit at The Moor to HAGS as per their updated quote dated 31 March 2022 in the sum of £103,719.85.

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

Discussion as to start date for the project. Noted that it would be good to have the new play park installed in time for the summer holidays.

**ACTIONS:**

- Assistant to Clerk to request advice from HAGS as to when the project should commence.
- Assistant to Clerk to advise unsuccessful tenderers.
- Further consideration of how new planting/turf will be watered following installation.

**PC202/21 MAYD**

- a) To receive an update and consider actions

Chair of the MAYD Joint Committee reported that following a long break, youth club will be resuming during May. Also noted that investigations are underway to cost installation of wi-fi at the pavilion.

**PC203/21 HR Matters:**

- a) To receive any updates and consider actions

There was nothing to discuss. A report will be available at the Annual Parish Council meeting.

**PC204/21 Melbourn Timebank**

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

The report was noted.

- b) To consider an updated quotation to purchase a gazebo for the Timebank

**ACTION:** Clerk to forward details of surplus equipment (including gazebos) from Covid testing centres to Timebank Coordinator.

It was:

RESOLVED that in the event that no suitable equipment is available from the County Council Covid testing centres, the quotes for a gazebo and weights at a cost of £427 + VAT is approved.

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

**PC205/21 Policies and Terms of Reference:**

- a) To consider approving a Risk Assessment for MVAS unit

It was:

RESOLVED to approve the Risk Assessment for the MVAS Unit as drafted.

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

- b) To consider any other updates and consider actions

There was nothing further to discuss.

**PC206/21 To note the date of the next meetings :**

- Annual Parish Council Meeting : Tuesday, 10 May 2022
- Annual Parish Meeting : Monday, 16 May 2022
- Full Council Meeting : Monday, 23 May 2022

The dates of the next meetings were noted.

End of Meeting : 20:17

# Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
	06 June 2022			
Mon	13 June 2022	19:30	Planning	
Thurs	16 June 2022	09:30	Maintenance	
Mon	20 June 2022	19:30	Finance & Good Governance	
Mon	27 June 2022	19:30	Full Council	
	04 July 2022			
Mon	11 July 2022	19:30	Planning	
	19 July 2022			
Thurs	21 July 2022	09:30	Maintenance	
Mon	25 July 2022	19:30	Full Council	
	01 August 2022			
Mon	08 August 2022	19:30	Planning	
Thurs	18 August 2022	09:30	Maintenance	
	22 August 2022			
	29 August 2022			BH
	05 September 2022			
Mon	12 September 2022	19:30	Planning	
Thurs	15 September 2022	09:30	Maintenance	
Mon	19 September 2022	19:30	Finance & Good Governance	
Mon	26 September 2022	19:30	Full Council	
	03 October 2022			
Mon	10 October 2022	19:30	Planning	
Thurs	20 October 2022	09:30	Maintenance	
Mon	24 October 2022	19:30	Full Council	
	31 October 2022			
	07 November 2022			
Mon	14 November 2022	19:30	Planning	
Thurs	17 November 2022	09:30	Maintenance	
	21 November 2022			
Mon	28 November 2022	19:30	Full Council	
	05 December 2022			
Mon	12 December 2022	19:30	Planning	
Thurs	15 December 2022	09:30	Maintenance	
Mon	19 December 2022	19:30	Finance & Good Governance	
	26 December 2022			BH
	02 January 2023			BH
Mon	09 January 2023	19:30	Planning	
Mon	16 January 2023		Full Council	Precept setting
Thurs	19 January 2023	09:30	Maintenance	
	23 January 2023			
	06 February 2023			
Mon	13 February 2023	19:30	Planning	
Thurs	16 February 2023	09:30	Maintenance	
	20 February 2023			
Mon	27 February 2023	19:30	Full Council	
	06 March 2023			
Mon	13 March 2023	19:30	Planning	
Thurs	16 March 2023	09:30	Maintenance	
Mon	20 March 2023	19:30	Finance & Good Governance	
Mon	27 March 2023	19:30	Full Council	
	03 April 2023			
Mon	10 April 2023			BH
Tues	11 April 2023	19:30	Planning	
	17 April 2023			
Thurs	20 April 2023	09:30	Maintenance	
Mon	24 April 2023	19:30	Full Council	
	01 May 2023			BH
Mon	08 May 2023	19:30	Planning	
Mon	15 May 2023	19:30	Annual Parish Meeting	
Thurs	18 May 2023	09:30	Maintenance	
Mon	22 May 2023	19:30	Annual Parish Council Meeting	
	29 May 2023			BH

*Meeting start times will be subject to review.  
Check the noticeboard and website prior to each meeting*

## PROCEDURE: Parish Council Policy Review Schedule

**PURPOSE:** To ensure all Parish Council policies and other relevant documentation are reviewed and updated in a timely manner.

**SCOPE:** All documents related to Melbourn Parish Council that require regular review and/or updates.

**SCHEDULE:** This document should be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

### Key to Colour Coding



Immediate review and update required. Policy is critical and/or out of date.



Review required but not critical.



No action required. Review due date not reached and/or document unlikely to change.

Doc #	Name	Review Due Date	Who
1.00	Member's Code of Conduct	05.22	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	02.23	Council
1.02	Complaints to Parish Council - Staff	02.23	Council
2.00	Standing Orders	06.22	Council
3.01	Declaration of Acceptance of Office	04.18	Clerk
3.02	Register of members interests	04.18	Clerk
3.03	Guidance on Completing Register of Interests	04.18	Clerk
3.04	Skills Audit	01.18	Clerk
3.05	Co-option Procedure	01.18	Clerk
3.06	Dispensation for Councillors	02.18	Clerk

3.07	Signatory List ( <b>CONFIDENTIAL – not for publication</b> )	01.21	F&GG
4.01	Creation and Revision of Documents	06.24	F&GG
4.02	Safeguarding Children & Adults at Risk	03.23	F&GG
4.03	Community Grant Policy	02.23	Council
4.04	Councillors Expenses Policy	07.21	F&GG
4.05	Community Facilities and Services Equal Opportunities for Access	05.23	Maint
4.06	Gifts and Hospitality Policy	07.21	F&GG
4.07	Model Publication Scheme	09.19	Clerk
4.08	Policy & Procedure for the publication of Information	06.23	F&GG
4.09	Modern Slavery Statement	09.22	F&GG
4.10	Press and Media Policy	01.17	Council
4.11	Records Management and Disposal Policy	06.23	F&GG
4.12	Allotment Agreement	03.23	F&GG
4.13	Employee Personal Information	10.18	HR
4.14	Reserves Policy	02.23	Council
4.15	Community Engagement Policy	10.18	AC
4.16	Facebook Policy	01.18	AC
4.17	Financial Regulations	03.22	F&GG
4.18	Persistent Complaints	06.22	HR
4.19	Risk Management Policy	02.18	Council
4.20	Financial Risk Register	09.22	Council
4.22	Appointment of Contractors	02.19	Maint
4.23	Parish Estates – Safety Inspections	06.21	Maint
4.24	Strategic Vision	10.19	Council
4.25	Bee keeping : Allotments	02.23	Maint
4.26	Petty Cash	11.20	F&GG
4.27	Prepaid Debit Cards	11.20	F&GG
4.28	Environmental Protection	01.21	Council
4.29	Verification of Bank Reconciliations	09.21	F&GG
4.30	Effectiveness of Internal Audit	10.21	F&GG
4.31	Effectiveness of Internal Controls	01.21	F&GG
4.32	Investment Strategy 22-23	03.23	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	03.23	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	03.23	F&GG
5.01	Employment – General Policy	01.21	HR
5.02	Equality & Diversity	05.20	HR
5.03	Harassment Policy	04.20	HR
5.04	Grievance Policy	03.20	HR
5.05	Disciplinary Policy	01.18	HR

5.06	Capability Policy	04.22	HR
5.07	Lone Working Policy	03.20	HR
5.08	Whistle Blowing Policy	02.17	HR
5.09	Training & Development Policy	04.20	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	09.21	HR
5.11	Appraisal Procedure	08.18	HR
5.12	Salary Review Policy and Procedure	03.23	HR
5.13	Recruitment Policy	02.20	HR
5.14	Verification of Bank Recs	07.21	Council
6.01	Finance & Good Governance – TOR	06.22	Council
6.02	Planning Committee – TOR	02.23	Council
6.03	HR Panel – TOR	03.23	Council
6.04	Melbourn Futures Working Party – TOR	12.20	Council
6.05	Melbourn Timebank Steering Group – TOR	06.20	Council
6.06	Maintenance Committee – TOR	02.23	Council
6.07	MCCR	12.20	Council
6.08	MAYD Joint Committee	04.21	MAYD
6.09	Melbourn Play Parks Working Party – TOR	05.21	Maint
6.10	Internal Audit – TOR	12.21	F&GG
6.11	Melbourn Futures WP -TOR	01.21	F&GG
6.12	Website Working Party – TOR	08.21	Council
6.13	Skate Park Working Party – TOR	05.22	Maint
8.02	Playparks – RA	02.23	Maint
8.03	Cemeteries – RA	02.23	Maint
8.04	Installation of use of MVAS – RA	04.23	Maint
8.05	Employment of Staff – RA	05.17	HR
8.06	Employment of Contractors – RA	05.17	Maint
8.07	Freedom of Information - RA	05.17	Clerk
8.08	Allotments – RA	02.23	Maint
8.09	Litter Picking: Staff and Service Providers- RA	09.22	HR
8.10	Litter Picking: Volunteers - RA	01.18	HR
8.11	Pavilion & Sports Pitches – RA	02.23	AC
8.12	Herbicide Spraying – RA	03.18	Maint
8.13	Pavilion Covid-19 – RA	On Gov guidance	Maint
8.14	Volunteer hedge planting – RA	02.23	Maint

**MELBOURN PARISH COUNCIL**  
**Full Council Meeting : 10 May 2022**

---

## **Adopting the General Power of Competence**

### **Requirements**

The Council may resolve to adopt the General Power of Competence as per the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and Localism Act 2011, at the Council's Annual Meeting.

Council must meet the following criteria in order to adopt the GPC:

- Clerk must hold the mandatory Certificate in Local Council Administration (CiLCA) qualification; and
- more than two thirds of Councillors were elected at the Parish Council elections on 5 May 2022 (MPC now has 11 elected cllrs out of a possible 15 available seats).

### **What is the GPC?**

The scope of the General Power is set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

### **Limitations include**

There are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

Further information is available at

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>