

**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 in 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 the meeting.

The meeting closed at 21:12