

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 July 2022 at 7.30pm in the Austen Room 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, Campbell, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven

PC063/22 To receive and approve apologies for absence

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

It was RESOLVED to approve the apologies for Cllrs Alexander, Cowley and Wilson. Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

Apologies also noted for District Cllr Hales.

PC064/22 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

Cllrs Kilmurray and Travis declared an interest in items:

PC073/22 Maintenance Matters

c) To consider quotations for PAT testing (Hub, pavilion, workshop)

PC076/22 Community Hub

a) To approve arrangements for reimbursing s106 monies for healthcare provision at the Hub

b) To consider quotations for electrical circuit inspections

Dispensations granted for Cllrs Kilmurray and Travis to remain for the discussion but not to vote.

Cllr Barley noted that he is a member of the Liberal Democrats. **ACTION:** Clerk to update information on Cllr Barley's Register of Interests with SCDC.

PC065/22 Chairs' Announcements – For information only

Futures Working Party are investigating design and cost of gateways to be installed at village entrances - ongoing.

PC066/22 To approve the minutes of the Parish Council Meeting held on 27 June 2022

A member noted it would be helpful to include explanations of acronyms used in the minutes.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 27 June 2022 as an accurate record.

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

PC067/22 To report back on the minutes of the Parish Council Meeting held on 27 June 2022

PC057/22a) Position has been advertised and to be discussed at PC077/22a)

PC058/22a) Timebank Steering Group Terms of Reference to be discussed at PC081/22d)

PC068/22 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.

None in attendance.

PC069/22 To receive reports from the District and County Cllrs for Melbourn

Combined report for County and District Cllrs was received. Highlighted matters included:
County

- Links included in the report for various grants available.
- Update on adult and child social care.
- Update on unfinished footpaths and roads on Victoria Heights development. Also noted that developer did not include street lights on the development. Highways is not obliged to install these.
- Noted lots of reports to County Highways of faults on footpaths and roads around the village.
- Signage for Little Lane has been completed.
- Update on Greenways project – 25 Sept annual awareness ride.
- Financial pressures on County and District Councils and additional financial pressures on County Council for social care costs..
- Recent discussion with PCSO who was very positive about young people in Melbourn

District

- Information on support services for Ukrainian families to be shared. Suggested putting information on the board outside the Hub. Noted that there is useful information at <https://www.scamb.gov.uk/community-safety-and-health/support-for-ukraine/>
- Electric bin lorry is operating in the village

PC070/22 Governance:

- a) To approve nominations for Chair of the MAYD Joint Committee (s4.d.v of SO)

It was RESOLVED to approve Cllr Travis as Chair of the MAYD Joint Committee.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

[19:52 Cllr Davey joined the meeting]

- b) To discuss substitute committee members to cover absence

Cllrs indicated that this would be a useful option to avoid the possibility of meetings being inquorate. CAPALC has confirmed that this is permitted. Noted that new Model Standing Orders are to be considered for adoption at the next full Council meeting which includes a section relating to substitution.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC071/22 Finance Matters:

- a) To receive and consider the finance reports for June 2022.

The financial report was received.

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

It was RESOLVED to approve the approvals list for July 2022.
Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.

- c) To consider multi factor authentication for Edge

Discussion with regard to the benefits of MFA and the potential risk of not signing up for this additional protection. Noted that it is very unusual for an additional charge to be made for this service. To discuss with RFO other providers for financial accounting packages in future.

It was RESOLVED to sign up for MFA with Edge initially for one year for three users with set up cost of £7.50 per user and annual licence fee of £36 per user.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

PC072/22 To note the bank reconciliations for May and June 2022

This was noted.

PC073/22 Maintenance Matters:

- a) To receive an update on the boardwalk replacement project

Chair of Maintenance Committee provided an update on the project and reported a meeting has been scheduled with the contractor for 1 August 2022. Grant application for £30k match funding has been submitted to Amey.

- b) To consider quotations for tree work adjacent to the Hub

Three quotes were considered.

It was RESOLVED that the Parish Office should request Shires to update their quote to reduce trees to height of the guttering. Quotes for Shires and Majestic to be considered for decision by email.

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

ACTIONS:

- Clerk to clarify reduction to height of guttering with contractor and then circulate quotes for consideration.
- Parish Office to liaise with resident to confirm dates for the work.

- c) To consider quotations for PAT testing (Hub, pavilion, workshop)

Two quotes were considered.

It was RESOLVED to approve the quote from Cores Electrical for PAT testing in the sum of £258 + VAT.

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

- d) To consider approving quotation for replacement windows at Littlehands

Maintenance Committee had considered three quotes and recommended a quote from MG Exterior Home Improvements in the sum of £3,625 + VAT for replacement windows at Littlehands.

It was RESOLVED to approve the quotation from MG Exterior Home Improvements in the sum of £3,625 + VAT.

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

- e) To receive any updates and consider actions.

There was nothing further to discuss.

PC074/22 Planning Matters:

- a) To receive any updates and consider actions

Chair of Planning Committee noted that discussions over SGB on Kingley Grove are ongoing.

A member queried if an application relating to Bridgefoot Farm has yet been received. Noted that this will be considered at the next Planning Committee meeting on 8 August 2022.

ACTION: Clerk to circulate a map showing the Parish boundary.

PC075/22 To discuss and consider signage for village amenities

Discussion with regard to suggestions made by Futures Working Party. Suggested that we should include details for Melbourn Hub (with symbols for food/coffee and information) and Free Parking (with P symbol). Would need to discuss with Highways Officer and Kingsway Golf as this would form part of their application. Suggestion that an updated village map interpretation board could be located either on the car park or Hub with details of places of interest.

It was RESOLVED to contact County Highways to discuss eligibility for including suggested details on the sign. Subject to approval, there will be further consideration of village map.

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

ACTION: Clerk to contact County Highways Officer and Kingsway Golf to progress discussions with regard to the application and cost.

PC076/22 Community Hub

- a) To approve arrangements for reimbursing s106 monies for healthcare provision at the Hub

A paper was circulated setting out routine weekly room hire charges to be invoiced against the s106 monies available for healthcare provision at the Hub. Some expenses already incurred to be reimbursed as per details circulated.

It was RESOLVED to approve arrangements for reimbursing s106 monies for healthcare provision at the Hub and reimbursement of £1,403.96 already spent.

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

- b) To consider quotations for electrical circuit inspections

Noted that electrical circuits are to be inspected every 5 years. Two quotes were considered

It was RESOLVED to approve the quote from Cores Electrical in the sum of £960 + VAT for inspection of 43 circuits plus labelling.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC077/22 HR Matters:

- a) To consider approving the Independent Service Provider Agreement for key holder post

Discussions with regard to cover required by key holder under ISP Agreement. Position has been advertised and details sent to applicants. Noted that this position for an independent service provider not an employee and that responsibility for deductions of tax etc would for the service provider. A member suggested some amendments to the ISP Agreement.

ACTION: Cllr Barley to redraft the document to include full details of opening/closing times and to remove reference to 'employer' under Equal Opportunities section. Document to be for an initial period of one year. Marked up version to be made available to Council.

It was RESOLVED that subject to the amendments noted above, the Independent Service Provider Agreement is approved and the role can now be filled at the rate specified in the Agreement.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC078/22 Melbourn Timebank

- a) To receive the Timebank's monthly report for July

The report was received.

PC079/22 To receive an update from the Melbourn Play Park Working Party

Work is due to commence mid-September. Project will take approx. 4 weeks. Contractor will work with the Parish Council to promote the new play park. Some work required to trees along the access to the car park at the New Rec.

PC080/22 To receive an update from the MAYD Joint Committee

Youth club sessions ongoing. Awaiting proposal for autumn provision. Investigations into Connections Bus as an alternative provision over the summer. Bus is not currently available. Attendance numbers so far are steady and being monitored.

PC081/22 Policies and Terms of Reference:

- a) To consider approving the revised Strategic Plan

It was RESOLVED to approved the revised Strategic Plan as drafted
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

Discussion with regard to focus on developing a Climate Action Plan. Cllrs were referred to information from District Council and other parish council who have declared a climate

emergency. Discussion as to importance of backing up any declaration with a plan that can be delivered. Noted that the parish council is already engaged in activities to reduce environmental impact and this should be highlighted and communicated to the village. A member noted this could be an opportunity to engage with younger people in the village. Noted that there is already engagement with MVC via the Practical Solutions Group and Underpass Project. Chair requested cllrs to look at the information circulated for further discussion in September.

ACTION: District Cllr Hart to discuss further with District Cllr Hales and County Cllr van de Ven.

- b) To consider approving the revised Disciplinary Policy and Procedure

To be deferred to allow cllrs more time to consider the document.

- c) To consider approving the Employee Personal Information Policy

It was RESOLVED to approve the Employee Personal Information Policy as drafted. Proposed by Cllr Barnes, seconded by Cllr Barley. All in favour.

- d) To consider withdrawing the Timebank Steering Group Terms of Reference

It was RESOLVED to withdraw the Timebank Steering Group Terms of Reference. Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.

- e) To consider approving the Policy and Procedure for Appointment of Contractors

To be deferred for further consideration by Maintenance Committee.

- f) To consider approving the Policy and Procedure for Parish Safety Inspections

It was RESOLVED to approve the Policy and Procedure for Parish Safety Inspections as drafted. Proposed by Cllr Travis, seconded by Cllr Barley. All in favour.

- g) To consider approving the Terms of Reference for the Skate Park Working Party

It was RESOLVED to approve the Terms of Reference for the Skate Park Working Party as drafted. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

- h) To consider approving the Weedkiller Spraying (Village Wardens) Risk Assessment

It was RESOLVED to approve the Weedkiller Spraying (Village Wardens) Risk Assessment as drafted. Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- i) To consider any other updates and consider actions

There was nothing further to discuss.

PC082/22 To note the date of the next meeting : 26 September 2022

The date of the next meeting is 26 September 2022.

End of Meeting : 21:29