

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 October 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, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), County Cllr van de Ven, District Cllr Hales and 2 members of the public

PC105/22 To receive and approve apologies for absence

Apologies received from Cllrs Cowley, Hart and Kilmurray with acceptable reasons given.

It was RESOLVED to approve the apologies from Cllrs Cowley, Hart and Kilmurray.

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

PC106/22 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 PC117/22a) and b) as Directors of the Hub Management Group. They were given dispensation to remain in the meeting but not to vote.

PC107/22 Chairs' Announcements – For information only

Chair noted that he will not be available to attend the Remembrance Day Parade. Cllr Wilson offered to lay the wreath on behalf of the Parish Council.

Chair noted that there are a number of public consultations underway at this time. To be discussed further under items PC118/22, PC119/22, PC120/22

PC108/22 To approve the minutes of the Parish Council Meeting held on 26 September 2022

PC093/22 should refer to 'verification' of bank reconciliations.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 September (as amended) as an accurate record.

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

PC109/22 To report back on the minutes of the Parish Council Meeting held on 26 September 2022

PC095/22a) Reference to securing the open space at Greengage Rise will be included in the Clerk's article for the Melbourn Magazine.

PC110/22 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.

A member of the Cambridge Cycle Group addressed the meeting. His report will be considered under item PC118/22a) re the Parish Council's response to the Greenway consultation..

PC111/22 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven noted the following items from her detailed report:

- No official response to withdrawal of the 915 bus service. Details will be shared as soon as available. Noted that any response from the Combined Authority is like to be short-term solution.
- Planned bus user group meeting to be held in early December.
- Suggestion that the Parish Council make a response to the Making Connections consultation (PC012/22)
- Noted the ongoing problems with flooding – highlighted by recent heavy rains
- Noted County Highways delays in responding to reports of pot holes. Important to keep reporting these.

- Despite their widespread use on public highways, eScooters are illegal.
 - Police information evening at the Hub 7.30pm on 2 November. Members of the public welcome.
 - Also monthly online meeting organised by the police. Details to be shared as they become available.
 - District Cllr Hales noted EV charging provision in villages. Discussion as to the possibility of EV charging points on the village car park. **ACTION:** Further investigation into availability of power supply on the car park needed. A member queried if SCDC could help with the cost of carrying out a survey. A member queried what research would be done when choosing the type of EV charging point to be installed.
- County Cllr van de Ven noted expected budget gap of £29million.

PC112/22 Governance:

- a) To consider apply for the Local Council Award Scheme Foundation level award
- Noted that this has previously been discussed as it illustrates the Council's commitment to good practice.
- It was RESOLVED to apply for the Local Council Award Scheme Foundation level award.
Proposed by Cllr Davey, seconded by Cllr Barley. All in favour.
- b) To consider approving payment of the annual insurance premium
- It was RESOLVED to approve payment of the annual insurance premium in the sum of £14,888.10 to BHIB.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- c) To consider retrospectively approving expenditure on a new workstation for the parish office
- It was RESOLVED to retrospectively approve the quotation from Lucid Systems in the sum of £818.32 + VAT for a replacement workstation for the parish office
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.
- d) To consider appointing substitutes for committees (s4.d.v Standing Orders)
- Discussion regarding the importance of ensuring committees are quorate to avoid cancelling meetings. It was suggested that Standing Orders are amended to show that the Clerk has responsibility for trying to arrange for a substitute once apologies for non-attendance are received. To be deferred for a future meeting.
- e) To consider applying for gov.uk domain name
- Noted that a .gov.uk domain name is good practice for local government. Existing emails would be redirected.
- It was RESOLVED to apply for 'melbournparishcouncil.gov.uk' domain via Room 101 at a cost of £75 + VAT (for two years).
Proposed by Cllr Barley, seconded by Cllr Davey. All in favour.
- f) To receive any updates and consider actions
- There was nothing further to discuss.

PC113/22 Finance Matters:

- a) To receive and consider the finance reports for September 2022
- The finance report for September 2022 was received.
- The Chair altered the order of the agenda.
- c) To consider approving an invoice from HAGS
- Noted that the play park refit is almost complete subject to safety report and snagging.
- It was RESOLVED to approve the interim invoice from HAGS in the sum of £86,051 + VAT
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- b) To consider approving the approvals list for September 2022
- Clerk noted apologies as the approvals list under consideration should refer to October 2022.
- It was RESOLVED to approve the approvals list for October 2022.
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.
- d) To consider approving expenditure on a poppy wreath to be funded from s137

It was RESOLVED to approve expenditure in the sum of £23.98 (incl delivery and VAT) to be funded from s137.

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

- e) To approve payment of interim invoice from Maydencroft

Noted that the project is almost complete. Interim invoice due but not received. To be deferred.

- f) To receive any updates and consider actions

There was nothing further to discuss.

PC114/22 Bank reconciliations

- a) To note bank reconciliation for September 2022

This was noted.

PC115/22 Maintenance Matters:

- a) To receive any updates and consider actions.

Chair of Maintenance Committee noted that installation of the new boardwalk in Stockbridge Meadows is almost complete. The boardwalk is constructed from recycled plastic. Official opening to be arranged in the spring.

PC116/22 Planning Matters:

- a) To consider approving signature of the Transfer document for Orchard Gardens

It was RESOLVED to approve signature of the Transfer document for Orchard Gardens. Proposed by Cllr Barley, seconded by Cllr Barnes. All in favour.

- b) To consider approving the quotation from Herts & Cambs Grounds Maintenance for annual maintenance of the Open Spaces at Orchard Gardens

Noted that the 10 year commuted sum was agreed with the developer in the sum of £35,000.

It was RESOLVED to approve the quotation from Herts & Cambs Grounds Maintenance for annual maintenance of the open spaces at Orchard Gardens in the sum of £1,800 + VAT.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC117/22 Community Hub

- a) To consider approving additional expenditure for circuit and PAT testing

Noted that additional items and circuits were identified for testing. Contractor has invoiced an additional £200 to cover this.

It was RESOLVED to approve payment of invoice number INV3985 in the sum of £1,404 + VAT.

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

- b) To consider approving a quotation for upgrade to kitchen electrical circuits

This is supplementary to works carried out during Hub extension and kitchen upgrade. Service in the kitchen is often interrupted during busy periods as circuits trip out. The work will require the kitchen to be closed for 2 days and will be planned to cause minimum interference to the business.

It was RESOLVED to approve the quote from Cores Electrical in the sum of £1,870 + VAT to be funded from s106 monies.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC118/22 Melbourn Greenway Consultation

- a) To receive a report from a cycle group representative

A report was received. Chair invited questions.

- b) To discuss and consider a response to the Greenway consultation

Noted that the consultation closes on Friday, 28 October. County Cllr van de Ven encouraged the Parish Council to make a response to the consultation. **ACTION:** Clerk to formulate a response to

include comments in the cycle group report and circulate for comments. County Cllr van de Ven to provide an email address for our response.

It was RESOLVED that the Parish Council would submit a response to the Greenway consultation. Proposed by Cllr Travis, seconded by Cllr Clark. All in favour.

- c) To receive any updates and consider actions

There was nothing further to discuss.

PC119/22 Proposed 20mph zone

- a) To discuss and consider a response to the proposed 20mph zone

A draft response had been circulated for comment.

It was RESOLVED to submit the response as drafted.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC120/22 To consider making a response to the Making Connections Survey 2022

County Cllr van de Ven highlighted the importance of responding to this consultation. There was discussion regarding the background to this consultation. Further detail included in County Cllr Report at PC111/22. To be deferred to November meeting to allow cllrs to prepare comments.

PC121/22 To receive a report from the Meldreth, Shepreth and Foxton Community Rail Partnership

The MSFCRP report was received. Noted that funds to support the MSFCRP are precepted for.

PC122/22 HR Matters:

- a) To receive any updates and consider actions

There was nothing further to discuss.

PC123/22 Melbourn Timebank

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

The Timebank Coordinator's report was received.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC124/22 To receive an update from the Melbourn Play Park Working Party

- a) To consider quotations for upgrading the play park entrance

Recommendation from Maintenance Committee to approve option 1 on quotation #2044 from Kettering Playsafe in the sum of £1,595.80 + VAT to be funded from s106 monies.

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

PC125/22 To receive and consider an update from the MAYD Joint Committee

Chair of MAYD Joint Committee provided an update. Noted that the Joint Committee is working hard to re-establish youth club after interruption to the service due to Covid. Funding remains a challenge. A survey carried out by the service provider highlighted that young people would like a gaming café. This would require additional funding to buy equipment. Further investigations being made into installing wi-fi at the Pavilion. Consensus that there is a need for more opportunities for young people. Noted that a letter has been sent to other councils requesting their ongoing support. Noted that there are limited opportunities for young people and efforts should be made to support MAYD.

PC126/22 Policies and Terms of Reference:

Items PC126/22a) to g) were recommended for approval at the Finance and Good Governance Committee on 17 October 2022.

- a) To consider approving the Policy and Procedure for Procurement of Goods and Services

It was RESOLVED to approve the revised Policy and Procedure for Procurement of Goods and Services.

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

- b) To consider approving revised Financial Regulations

It was RESOLVED to approve the revised Financial Regulations.
Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

- c) To consider approving revised Credit Card Policy and Procedure

It was RESOLVED to approve the revised Credit Card Policy and Procedure.
Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

- d) To consider approving the draft Investment Plan 2022/23

It was RESOLVED to approve the Investment Plan 2022/23
Proposed by Cllr Wilson, seconded by Cllr Barley. All in favour.

Thanks were noted to the RFO for her work on this.

- e) To consider approving revised Financial Risk Assessment

It was RESOLVED to approve the revised Financial Risk Assessment
Proposed by Cllr Campbell, seconded by Cllr Travis. All in favour.

- f) To consider approving revised Terms of Reference for Finance and Good Governance Committee

It was RESOLVED to approve the revised Terms of Reference for Finance and Good Governance Committee
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

- g) To consider approving revised Terms of Reference for Melbourn Futures Working Party

It was RESOLVED to approve the revised Terms of Reference for Melbourn Futures Working Party
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.

ACTION: Clerk to ensure notes of the Futures Working Party meetings are circulated to all councillors in future.

- h) To consider approving revised Terms of Reference for the MAYD Joint Committee

It was RESOLVED to approve the revised Terms of Reference for the MAYD Joint Committee
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

PC127/22 To note the date of the next meeting : 28 November 2022

The date of the next meeting is Monday, 28 November 2022.

End of Meeting : 20:55