

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 November 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), Alexander, Barley, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), District Cllr Hales and 9 members of the public

PC128/22 To receive and approve apologies for absence

Apologies were received from Cllr Wilson with appropriate reasons.

It was RESOLVED to approve Cllr Wilson's apologies for absence.

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

Apologies were also noted from County Cllr van de Ven.

PC129/22 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 Travis and Kilmurray declared an interest in items PC135/22f), PC136/22f), PC141/22a) – f) as directors of the Hub Management Group.

Cllrs Barnes, Hart and Travis declared an interest in items PC135/22j) as members of the MAYD Joint Committee

Cllr Hart declared an interest in PC135/22b) as a member of the Community Rail Partnership. Cllr Barnes declared a pecuniary interest in PC135/22b) due to involvement in the proposed artwork +project.

Cllrs Alexander and Cowley declared an interest in PC135/22i) due to connections with the Scouts.

PC130/22 Chairs' Announcements – For information only

No announcements were made under this item.

PC131/22 To approve the minutes of the Parish Council Meeting held on 24 October 2022

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 October 2022 as an accurate record.

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

PC132/22 To report back on the minutes of the Parish Council Meeting held on 24 October 2022

PC111/22 Noted that there is no funding available for a survey of the car park but EVC installers often include a survey in their costings.

PC133/22 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 questions or comments at this time.

PC134/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

PC135/22 To consider applications for community benefit grant funding

Chair noted insufficient funds available to award all grants under consideration. Each application would be considered on its own merits with agreement in principle to support and a decision as to the amount awarded. Chair amended the order of the agenda for consideration of grants but decisions are minuted in order of the published agenda.

- a) Wild Trout Trust

A representative was in attendance and provided an overview of proposed project. Noted that significant additional funding has been secured from another source. Applicant indicated that the project could be adapted depending on funding available but that materials costs were increasing. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Open Spaces Act 1906, ss9-10 and s6 to award the sum of £3,855.45 to the Wild Trout Trust.

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

b) Meldreth Shepreth and Foxton Community Rail Partnership

District Cllr Hart was the representative in attendance and provided an overview of the proposed project which is a joint venture between SCDC, the Community Safety Partnership and the applicant to improve the look and feel of the A10 underpass. The online survey showed that users often feel unsafe using the underpass. Concern was expressed as to graffiti on proposed artwork and the need for improved lighting. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Authority (Miscellaneous Provisions) Act 1976 s19 to award the sum of £2,000 to the Meldreth Shepreth and Foxton Community Rail Partnership.

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

c) John Impey Way Residents Association

A representative was in attendance. The Residents Association have received a donation of a TV and would like a television licence for their communal room. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £159 to the John Impey Way Residents Association.

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

d) HomeStart

A representative was in attendance and provided an update regarding support for local families. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £2,742.32 to HomeStart Royston, Buntingford & South Cambridgeshire.

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

e) Relate

There was no representative in attendance. Noted that Relate provides support to a number of families in Melbourn. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s142(2A) to award the sum of £1,750 to Relate Cambridgeshire.

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

f) Hub Lunch Club

Cllr Travis was the representative for the Hub. Noted that weekly lunches are oversubscribed with a waiting list. There is a possibility of holding an additional monthly lunch. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s145(1)(a) to award the sum of £2,500 to the Hub Lunch Club.

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

g) Melbourn Action Community Support

Representatives were in attendance and provided information regarding the foodbank being set up in response to the cost of living crisis and plans to establish a regular warm space in Vicarage Close Community Room. Donation boxes would be available at locations around the village. The food bank will open on Thursday, 1 December 2022. A member suggested setting up a JustGiving page for donations. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government Act 1972, s137 to award the sum of £2,786 to Melbourn Action Community Support.

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

h) Melbourn Squash Club

A representative was in attendance. Noted that there are lower proportion of members from Melbourn since Royston Squash Club closed. Melbourn is now the only community squash club in the area. Insufficient funds for coaching due to increased membership. The club is hoping to attract more women and young people. Noted that financials show a healthy position but that approx. £7,000-8,000 of electricity costs still be deducted as well as repairs to squash court roof. Members suggested seeking funds from other sources such as CCF and SCDC Community Chest. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £1,200 to Melbourn Squash Club.

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

i) 1st Orwell Scouts

A representative was in attendance. Approximately 60% of members are from Melbourn. Applications for alternative sources of funding have not been made due to time constraints. Fund raising by the Scouts has been reduced in recent years but they plan to do more in future. Representative indicated that Scouts application would be withdrawn at this time. A fresh application to be made in April 2023.

j) Melbourn Area Youth Development

Cllr Travis was the representative in attendance and provide more details of the planned project to establish a gaming café. Equipment purchased will remain the property of Melbourn Parish Council. Project can be adapted depending on funds available. Youth club is not currently fund raising. Attendance has been low but consultation showed that young people would engage with a gaming café. On a show of hands, Cllrs indicated support for this application.

It was RESOLVED in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19 to award the sum of £3,000 to Melbourn Area Youth Development.

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

k) Grinnell Hill BMX insurance premium (precepted funds)

It was RESOLVED to approve payment of the annual insurance for Grinnell Hill BMX from precepted funds.

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

l) Melbourn FC

A representative was in attendance. Approximately 50 out of 60 active members are from Melbourn. No application has been made for alternative sources of funding. A member noted that most of the grant would go towards running costs including insurance and queried if this could be covered by members' subs. Also noted significant amount allocated to laundering kit. Representative explained that kit is shared and the club cannot afford to supply kit to all members. Weekly running costs for the club are c£180pw. On a show of hands, Cllrs indicated support for this application. On further consideration the representative indicated that Melbourn FC application would be withdrawn at this time. A fresh application to be made in April 2023. A member suggested that the applicant could apply to SCDC Community Chest for funding.

[20:54 Discussion regarding grants concluded and grant applicants left the meeting]

m) To receive any updates and consider actions

There was nothing further to discuss.

PC136/22 Finance Matters:

a) To receive and consider the finance reports for October 2022

The finance reports were received.

b) To consider approving payment of the Timebanking UK invoice

It was RESOLVED to approve payment of the Timebanking UK invoice in the sum of £150. Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

c) To consider approving the final invoice from HAGS

Noted that repainting of the rocking horse is outstanding.

It was RESOLVED to approve payment of the final invoice number 085709 from HAGS in the sum of £16,498.82 + VAT to be funded from s106 monies.

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

- d) To approve payment of the final invoices from Maydencroft

It was RESOLVED to approve payment of the final invoices numbered 15952 and 16048 from Maydencroft in the sums of £15,400 + VAT and £3,809 + VAT respectively to be funded from s106 monies.

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

- e) To consider retrospectively approving expenditure on drain investigation at The Moor

It was RESOLVED to retrospectively approve expenditure on drain investigation at The Moor by Semilong in the sum of £400 + VAT to be funded from reserves.

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

- f) To consider approving invoices for Meridian PCN provision at the Hub

It was RESOLVED to approve payment of invoices numbered 1637, 1638, 1639, 1640 from the Hub for room hire and associated costs for Meridian PCN provision in the sum of £715.95 + VAT, £375, £938.40 + VAT, £1,018.09 + VAT to be funded from s106 monies.

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

- g) To consider approving NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022

It was RESOLVED to approve NJC Local Government pay scales for 2022/23 and backpay effective 1 April 2022.

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

- h) To consider approving the approvals list for November 2022

The following queries were raised:

- Zoom subscription. **ACTION:** Clerk to cancel as no longer required.
- Additional costs for relocating MVAS units. This was necessary during period of temporary warden cover.
- Estimated energy bills. Noted that not all smart meters are compatible with new suppliers. Parish office endeavour to provide readings where possible.
- Removal of barrier at entrance to The Moor play park. Noted that RoSPA advice had been sought and the barrier was not a legal requirement.
- Fraudulent payments on debit card. Parish office will continue to challenge. **ACTION:** Clerk to set up future subscriptions on corporate credit card.
- Payment of rates over 10 months rather than 12. To remain unchanged.

It was RESOLVED to approve the approvals list for November.

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

Cllrs were requested to release payments from the bank following the meeting.

- i) To receive any updates and consider actions

There was nothing further to discuss.

PC137/22 Governance:

- a) To consider extending the provision of a small electrical appliance bin on the village car park

It was RESOLVED to retain the small electrical appliance bin on the village car park.

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

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC138/22 Bank reconciliations

- a) To note bank reconciliation for October 2022

Bank reconciliation verifications for October has not been carried out. To be deferred.

PC139/22 Maintenance Matters:

- a) To consider approving a quotation from Huntree Fencing

It was RESOLVED to approve the quotation number H7423 from Huntree Fencing in the sum of £925 + VAT to be funded from reserves.

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

- b) To consider approving quotations for supply and installation of a restart motor to the pavilion clock

It was RESOLVED to approve the quotation from Smith of Derby for a restart motor in the sum of £523 + VAT and installation costs of £175 + VAT from JHE Electrical.

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

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC140/22 Planning Matters:

- a) To note correspondence regarding adoption of the North Herts Local Plan 2011-2031

This was noted.

- b) To receive any updates and consider actions

There was nothing further to discuss.

PC141/22 Community Hub

- a) To consider quotations for replacement toaster

It was RESOLVED to approve the quotation from Nisbets in the sum of £179.99 + VAT to be funded from s106 monies.

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

- b) To consider retrospectively approving additional works to the patio extension

Noted that some further works in addition to the quote previously approved (PC096/22a) were required resulting in additional costs of £450 + VAT.

It was RESOLVED to retrospectively approve invoice number SI-2020 from Herts & Cambs Grounds Maintenance for a total sum of £1,392.95 + VAT to be funded from s106 monies.

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

- c) To consider retrospectively approving purchase of materials from Norburys

It was RESOLVED to approve invoices from Norburys totalling £1,536.75 + VAT to be funded from s106 monies.

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

- d) To consider a quotation for installation of convection oven and coffee machine

It was RESOLVED to approve invoice number 3988 from Cores Electrical in the sum of £120 + VAT for installation of convection oven and coffee machine to be funded from precept.

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

- e) To consider a quotation for additional shelving in the Hub

It was RESOLVED to approve the quotation number from Gratte Brothers in the sum of £232.60 + VAT to be funded from precept.

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

- f) To consider a quotation to increase hard standing for Hub waste bins

It was RESOLVED to approve the quotation from Herts & Cambs Ground Maintenance in the sum of £400 + VAT to be funded from s106 monies.

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

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC142/22 To discuss and consider a response to the proposed revised 20mph zone

Discussion regarding revised proposed 20mph zone. Concern was raised regarding differing speed limits on Cambridge Road from Frog End. A member noted concern that the scope of the proposed project appears to be increasing beyond the initial 20mph zone. Other areas under discussion are Station Road and Dunsbridge Turnpike (reduction from 60mph to 30mph). Noted that some areas fall outside of Melbourn village boundary. District Cllrs were asked to address this with Meldreth and Shepreth Parish Councils to try and ensure their LHI bids should dovetail with ours.

It was RESOLVED to support the proposed revised 20mph zone with the following comments:

- Cambridge Road speed limit to be reduced to 50mph from Frog End to the proposed 40mph buffer, which will lead into the new 20mph zone.

- Station Road speed limited to be reduced to 30mph from A10 on approach to new 20mph zone. District Cllrs to engage with Meldreth and Shepreth Parish Councils to try and dovetail their LHI bids with planned works in Melbourn.

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

PC143/22 To consider making a response to the Making Connections Survey 2022

Noted that the consultation runs until 23 December 2022. Members were encouraged to respond.

PC144/22 To note the response to the Greenways consultation

This was noted.

PC145/22 HR Matters:

a) To note the resignation of the RFO

Chair noted the resignation of the RFO with regret, and expressed thanks for all her hard work and wished her well for the future.

b) To receive an update on RFO recruitment

Chair of the HR Panel noted RFO's resignation with sadness. The position is being advertised with a closing date of 1 December 2022. The RFO has indicated she can stay in post until the end of January unless a new RFO is recruited before then. CAPALC are advising on recruitment. Noted that a locum may be required in the interim.

c) To discuss and consider increasing wardens' hours

HR Panel noted that an increase of 7 hours per week in wardens' hours is needed. Also noted that temporary warden cover will be required later in the year to cover a period of absence at the end of the year. ACTION: Clerk to advertise for the post of temporary warden.

It was RESOLVED that a temporary warden role of 21 hours per week should be advertised.

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

d) To discuss and consider arrangements for temporary warden cover

See PC1345/22c) above.

e) To receive any updates and consider actions

There was nothing further to discuss.

Due to the length of the meeting Chair altered the order of the agenda to consider item PC15022a)

PC150/22 Policies and Terms of Reference:

a) To consider approving revised Standing Orders (Doc 2.0 s4.d.v substitutes for committees)

It was RESOLVED to approve the Standing Orders as amended.

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

PC146/22 Melbourn Timebank

a) To receive the Timebank's monthly report for November

The report was received.

b) To receive any updates and consider actions

There was nothing further to discuss.

PC147/22 To receive an update from the Melbourn Play Park Working Party

Noted that the project is complete. Feedback from users has been excellent. Additional seating still to be installed. Standing item no longer to be included on future agendas.

PC148/22 To receive and consider an update from the MAYD Joint Committee

There was nothing to report.

PC149/22 To receive and consider an update from the Futures Working Party

Various designs for village gateways circulated. A member queried whether we should wait until proposed 20mph zones are established before installing gateways to avoid duplicate signage.

a) To consider quotations for village gateways

Noted that gateways are not to be installed at this time but allowance should be made in 2023/24 budget.

It was RESOLVED to allow up to £3,000 in the 2023/24 budget for village gateways. Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.

b) To consider any updates and consider actions

There was nothing further to discuss.

PC150/22 Policies and Terms of Reference:

b) To consider approving the draft Information Data Protection Policy (Doc 4.36)

It was RESOLVED to approve the Information Data Protection Policy as drafted. Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

c) To consider approving the revised Community Engagement Policy (Doc 4.15)

It was RESOLVED to approve the revised Community Engagement Policy. Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

d) To consider approving the revised Policy and Procedure for use of Social Media (Doc 4.16) It

was RESOLVED to approve the revised Policy and Procedure for use of Social Media. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

e) To consider approving the revised Policy and Procedure for Appointment and Management of Contractors (Doc 4.22)

It was RESOLVED to approve the revised Policy and Procedure for the Appointment and Management of Contractors (as recommended by the Maintenance Committee). Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

PC151/22 To note the date of the next meeting : 16 January 2023

The date of the next meeting was noted as Monday, 16 January 2023.

End of Meeting : 22:21