

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 16 January 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, Wilson, Barnes, Campbell, Cowley, Davey, Hart, Kilmurray, Travis

Absent: Cllr Barley

In attendance: Sophie Marriage (Acting Parish Clerk), District Cllr Hales, and County Councillor Susan Van de Ven

PC152/22 To receive and approve apologies for absence

None were received

PC153/22 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 PC160/22c, PC160/22f, and PC167/22a. They were granted dispensation to participate in discussion but not to vote.

PC154/22 Chairs' Announcements – For information only

The chair highlighted that the Futures working party are looking to recruit some new members.

The Chair thanked the Parish Clerk for all her hard work and expressed the council's gratitude for all that she did during her time with the council. The council wish her all the best for the future.

PC155/22 To approve the minutes of the Parish Council Meeting held on 28 November 2022

Under PC150/22b should refer to document number 4.36

Under PC135/22] "provide" to be corrected to "provided"

Under PC142/22 "should" to be removed.

It was RESOLVED, subject to the noted amendments, to approve the minutes of the Parish Council meeting held on 28 November 2022 as an accurate record.

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

PC156/22 To report back on the minutes of the Parish Council Meeting held on 28 November 2022

There was nothing to report.

PC157/22 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.

PC158/22 To receive reports from the District and County Cllrs for Melbourn

The report was received.

It was noted that potholes are a problem in Melbourn and surrounding villages. Residents are encouraged to continue reporting potholes through the County Council website.

It was highlighted that the deadline to make a road closure application for the King's coronation is 10th February.

In addition to the report, it was noted that SCDC are starting a campaign to encourage more people to house Ukrainian refugees.

[County Councillor Van de Ven and District Councillor Hales left the meeting]

PC159/22 Asset Management Reserve

Signed: Date:

- a) To consider and discuss the report from Croyland Building Surveyors
The report was received. It was noted that the report is a good base for the council to work from to put together an appropriate maintenance programme for Parish Council assets.
- b) To consider and discuss the proposed maintenance programme
Cllr Wilson and Cllr Clark will be meeting to go through the Surveyor's report to facilitate the production of an appropriate maintenance programme. Representatives for the Hub management group will be included in discussions related to Hub maintenance.
- c) To consider approving a quotation for a survey of All Saints Church wall to be funded from AMR
It was noted that a survey of the All Saints Church wall is needed to identify what maintenance is required.
The contractor was recommended by All Saints Church and is familiar with the building. As it is a specialised item of work the Parish Office struggled to obtain multiple quotes. Cllrs with experience in the field agreed that the quote from the surveyor was a fair price.

It was RESOLVED to accept the quote of £900 (not VAT registered) from Jeremy Lander Architect to carry out a survey of the All Saints Church wall funded from AMR.
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.

- d) To receive any updates and consider actions
There was nothing further to discuss.

PC160/22 Finance Matters:

- a) To receive and consider the finance reports for November and December 2022
The reports were noted and the chair expressed thanks to the RFO.
- b) To consider retrospectively approving the approvals list for December 2022
It was noted that there was no meeting in December.
It was RESOLVED to retrospectively approve the approvals list for December 2022.
Proposed Cllr Davey, seconded Cllr Kilmurray. All in favour.
- c) To consider approving invoices for Meridian PCN provision at the Hub
It was RESOLVED to approve payments of invoices 1644 and 1646 from the Hub for the room hire and associate costs for Meridian PCN provision in the sum of £488.00+VAT and £1,004.65+VAT to be funded from s106 monies.
Proposed by Cllr Davey, seconded by Cllr Barnes. In favour: Cllrs Alexander, Barnes, Campbell, Cowley, Clark, Davey, Hart, Wilson. Abstain Cllrs Travis and Kilmurray.
- d) To consider approving payment of the precepted grant to Melbourn Area Youth Development
It was RESOLVED to approve payment of the precepted £6,000 grant to the Melbourn Area Youth Development.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- e) To consider retrospectively approving spend from s106 monies for the boardwalk project
It was RESOLVED to retrospectively approve spend totalling £3,775 from S106 monies for the boardwalk project.
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- f) To consider approving payment of the annual licence fee to the Hub
It was clarified that the annual licence fee covers the costs incurred by the council for use of the Hub, for things such as the office, meeting rooms, phones, electricity etc.
It was RESOLVED to approve payment of £14,000 for the annual licence fee to the Hub.
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Alexander, Barnes, Campbell, Cowley, Clark, Davey, Hart, Wilson. Abstain Cllrs Travis and Kilmurray.
- g) To consider approving an increase in annual rental for Littlehands Nursery
It was noted that the last increase was in 2018.
It was RESOLVED to approve the increase of £1,000 in annual rental for Littlehands Nursery, as recommended by Finance and Good Governance.
Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.

ACTION: Acting Parish Clerk to contact Littlehands to inform them of the increase.

- h) To discuss and consider approving expenditure on a new laptop for the Timebank Coordinator
Two quotes were obtained and it was noted that the only difference in price was that Curry's offered free delivery.

It was RESOLVED to approve the quote from Curry's for £399.00 (including VAT) for a new laptop.

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

PC161/22 To consider setting the precept for the financial year 2023/24

Finance and Good Governance Committee considered the draft precept at the December meeting and recommended it to full council for approval. The increase to the precept is 3.32% (£4.65 per band D household). Councillors were given the opportunity to raise any queries about the draft precept and none were received.

It was RESOLVED to approve the budget for 2023/24 as recommended by Finance and Good Governance Committee.

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

PC162/22 Governance:

- a) To receive nominations for members of the Finance and Good Governance Committee
A nomination was received from Cllr Alexander.

- b) To consider approving an amendment to the calendar of meetings

It was noted that due to the additional bank holiday on 8 May, the planning meeting would need to be moved to the 9 May.

It was RESOLVED to approve the amendment to the calendar of meetings.

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

- c) To consider approving payment of the Local Councils Award Scheme registration fee

It was noted that previously council agreed to apply for the Local Councils Award Scheme. The award scheme illustrate the Council's commitment to good practice. NALC have advised submitting once the new Clerk is in post. The registration will remain valid for a year.

It was RESOLVED to approving payment of £50 +VAT for the Local Councils Award Scheme registration fee.

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

- d) To receive any updates and consider actions

None were received.

PC163/22 Email Decisions

- a) To note an email decision regarding Melbourn Action Community Support

The decision was noted.

- b) To note an email decision regarding expenditure to replace the parish van

The decision was noted. The Chair thanked Cllr Alexander for sourcing the van.

PC164/22 Bank reconciliations

- a) To note bank reconciliation for October, November and December 2022

The bank reconciliations were noted. The Chair thanked Cllr Davey.

PC165/22 Maintenance Matters:

- a) To receive any updates and consider actions.

None were received.

PC166/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the SGB on Kingley Grove, New Road

The Chair of the Planning Committee highlighted that the original commuted sum offer was £37,000 but after further discussions and work by officers at Parish and District level, this has increased to £50,000. This figure is to cover a 10 year maintenance period. The Chair reiterated that a lot of work has gone into reaching this point and thanked all involved.

It was RESOLVED to accept the commuted sum of £50,000 and the transfer of the SGB on Kingley Grove, New Road.

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

ACTION: Acting Clerk to obtain quotes for the maintenance of the SGB.

- b) To receive any updates and consider actions

None were received.

PC167/22 Community Hub

- a) To consider approving a quotation from 4i Water Services

This is a maintenance requirement of the building. All Parish Buildings with water must comply with legionella requirements. Cllr Travis expressed that he felt that himself and Cllr Kilmurray could vote on this item as it is related to the maintenance of a Parish Building and was not linked to Hub management activities.

It was RESOLVED to approve the quotation from 4i Water Services for 730.00+VAT.

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

- b) To receive any updates and consider actions

None were received.

PC168/22 To note the response to the proposed revised 20mph zone

The response was noted.

PC169/22 Melbourn Timebank

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

The report was received. It was noted that the Timebank coordinator is doing an excellent job and facilitating many activities. It was noted that the indoor bowls and afternoon tea is arranged for the 19th January, not 19th December as stated in the report.

- b) To receive any updates and consider actions

None were received.

PC170/22 To receive an update from the Melbourn Play Park Working Party

The rocking horse was painted prior to the Christmas break and the project has now finished. The council expressed its thanks to the working party which included members of the public and the Acting Clerk for all their work on the project. It was noted that there has been a very positive response from residents.

PC171/22 To receive an update from the MAYD Joint Committee

The Chair of MAYD highlighted that the committee is looking at the possibility of using a Connections Bus. MAYD will need to evaluate if the Connections Bus is appropriate and how this will work in conjunction with the current arrangements.

PC172/22 To receive an update from the Futures Working Party

It was noted that the working party will be looking at the possibility of installing village maps in two locations within the village and will be reviewing the possibility of introducing outdoor film nights in the summer.

PC173/22 Policies and Terms of Reference:

- a) To consider approving the updated Press and Media Policy (document 4.10)

It was RESOLVED to approve the update Press and Media Policy (document 4.10).

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

- b) To consider approving the Asbestos Management Plan (document 8.05)

It was RESOLVED to approve the Asbestos Management Plan (document 8.05)

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

PC174/22 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC175/22a)

It was noted that the meeting did not need to be closed for agenda item PC175/22 because no confidential information needed to be discussed.

PC175/22 HR Matters:

- a) To consider approving the appointment of a new part time Finance Officer

HR sought to recruit a Finance Office as the advert for the RFO did not receive any applications. The Clerk's position now incorporates the RFO role. At many councils the Clerk carries out the roles of Clerk and RFO as the proper officer of the Council. Applications were received for the finance officer role and HR carried out interviews. The candidate recommended by HR has a lot of experience and is a strong candidate. There will be a 6 months probationary period as recommended by NALC.

It was RESOLVED to approve, subject to references, the appointment of the new part time Finance Officer.

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

- b) To consider approving increasing wardens' hours

This was previously approved under item PC145/22c.

PC176/22 Motion to re-open the meeting to Public and Press:

The meeting was not closed.

PC177/22 HR Matters

- a) To retrospectively note the resignation of the Parish Clerk (effective 12 January 2023)

The resignation was noted. The Chair took this opportunity to thank the Parish Clerk for all her hard work and wished her well for the future. Members of the council reiterated the chair's sentiments. HR carried out an exit interview. The Parish Clerk has offered to work a few extra days until the end of January to facilitate the hand over to the Acting Parish Clerk.

- b) To receive an update on recruitment of a Parish Clerk/RFO

The council are currently attempting to recruit a Parish Clerk/RFO. The Assistant to the Parish Clerk has taken on the role of Acting Parish Clerk until the Parish Clerk/RFO position is filled. At the moment there have been no applications for the role. The role will continue to be advertised.

- c) To note arrangements for temporary warden cover

It was noted that there is an independent service provider in place for two days a week and the arrangements are going very well at the moment.

- d) To receive any updates and consider actions

Policies requiring updates and review will be brought to future meetings for approval.

PC178/22 To note the date of the next meeting : 27 February 2023

The date of the next meeting was noted as 27 February 2023.

Meeting closed at 20:46