

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 27 March 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, Campbell, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Barley

Absent:

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

PC204/22 To receive and approve apologies for absence

Apologies were received from Cllr Wilson with appropriate reason given.

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

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

PC205/22 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

Declarations of interest were received from Cllrs Travis and Kilmurray under items PC214/22a) and PC215/22a), and a pecuniary interest was received from Cllrs Barnes under PC221/22. They were granted dispensation to stay for discussion but would not be able to vote.

PC206/22 Chairs' Announcements – For information only

The Chair reminded committees to keep an eye on the policies and procedures that they are responsible for keeping up to date.

PC207/22 To approve the minutes of the Parish Council Meeting held on 27 February 2023

It was noted that under item PC184/22 "earlier" should be corrected to "early".

It was RESOLVED, that following the amendment of "earlier" to "early", to approve the minutes of the Parish Council Meeting held on 27 February 2023 as an accurate record.

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

PC208/22 To report back on the minutes of the Parish Council Meeting held on 27 February 2023

The Clerk reported that the electricity usage in the workshop had be monitored since the last meeting and it appears that an appliance had been left on. The issue has now been rectified.

PC209/22 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.

No members of the public were in attendance.

PC210/22 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from County Cllr Van de Ven.

It was noted that:

-Cambs County Council are in discussion with Hertfordshire County Council about Royston Recycling Centre restrictions

-Buses 17 and 26 start the new financial year with full subsidy from the Combined Authority precept.

-Residents are encouraged to report any issues with foul water to Anglian water

-The "wonderpass" project will be commencing soon

-Grant funding from the Healthier Futures Fund was noted

-Residents are encouraged to report fly tipping to South Cambs

-Certain road in the village have been received the South Cambs magazine. Residents are encouraged to let South Cambs know if they have not received a copy

-There are a range of Easter Holidays activities available to families and children. The food programme will run between 4-14 April.

Signed: Date:

PC211/22 Finance Matters:

- a) To receive and consider the finance reports for February 2023
The report was noted.
- b) To consider approving the approvals list for approvals list for March 2023
It was RESOLVED to approve the approvals list for March 2023.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.
- c) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve
Awaiting quotes. The item was deferred.
- d) To note change to the payroll software
It was noted that the office are keen to change the payroll software to a more efficient and easy to use system. Sage had been identified as an appropriate application by the office. Cllr Kilmurray suggested Bright Pay as an alternative.
ACTION: Cllr Kilmurray to share details of Bright Pay with the office.
Clerk and FO to assess all options before making a decision under delegated authority as per Financial Regulation 4.1.

PC212/22 Governance:

- a) To note the internal Auditor's report
The report was noted. A query was raised regarding the defibrillator on the front of the Hub. Currently the Parish Office is responsible for the maintenance and monitoring (on the Circuit) of the defibrillators at the Pavilion and outside the Doctors Surgery. ACTION: Clerk and Hub to discuss the procedure for the defibrillator on the Hub.
- b) To receive and consider the updated fixed asset register
It was noted that the register had been updated from the Finance and Good Governance Meeting. It was noted that Sheep's Head "Road" should be corrected to "row".
It was RESOLVED, following the amendment above, to approve the Fixed Asset Register.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- c) To note that the position as Chair of the Finance and Good Governance Committee is currently vacant
It was noted.
- d) To receive nominations for the Finance and Good Governance Committee
No nominations were received.
- e) To consider signing up to the civility and respect pledge
It was noted that the pledge is a nationwide initiative to show that there is no place for bullying, harassment and intimidation with the local government sector. Over 1000 council have signed up to the pledge. It was noted that the council's current Harassment and Bullying policy outlines the same principles as the Civility and Respect Pledge. It was noted that the nationwide recognition of the civility and respect pledge shows to prospective councillors and employees that the council acts appropriately and ensures good governance. A typo was noted in the SLCC document which will be corrected before signing.
It was RESOLVED to sign the civility and respect pledge.
Proposed by Cllr Travis, seconded by Cllr Alexander. All in favour.
- f) To note the date of the meeting to award the Community Benefit Grants
It was noted that the date of the meeting to award the Community Benefit Grants will be Wednesday 3rd May at 7:30pm.
- g) To receive any updates and consider actions
None were received.

PC213/22 Bank reconciliations

- a) To note bank reconciliation for February 2023
It was noted.

PC214/22 Email Decisions

- a) To note an email decision regarding transfer of funds from Celebrating Ages to fund the coronation event at the Hub

It was noted.

- b) To note an email decision regarding remedial legionella work.

It was noted.

PC215/22 Coronation

- a) To receive an update regarding the coronation event at the Hub

An update was received stating that the Hub are planning an event on Sunday 7th May to celebrate the coronation. It will be similar to the jubilee celebration that was held last year. The road closure application has been submitted by the Clerk. Anyone wanting to volunteer at the event is encouraged to contact the Hub.

- b) To consider how the budget for the coronation should be spent

A report was received with various ways to commemorate the coronations. It was agreed that bookmarks were preferred to give to the primary school and Village College. It was noted that the wording on the bookmark should be "Melbourn", the bookmark should be purple, and include the King's insignia. ACTION: Number of pupils at each school to be confirmed.

It was noted that benches to commemorate the event could be installed at Stockbridge Meadows, on the New Rec, or in the Moor Play Park. The recycled plastic option was preferred for Stockbridge to match the boardwalk. The locations will be confirmed at a later date.

It was RESOLVED to purchase enough purple bookmarks for pupils at the Village College and Primary School, and to purchase two 1800mm long brown recycled plastic benches for £930.92 + VAT. Proposed by Cllr Cowley, seconded by Cllr Barley. All in favour.

- c) To receive any updates and consider actions

None were received.

PC216/22 Maintenance Matters:

- a) To consider approval of the installation of highway chevrons to the parish van to be funded from the conservation budget

It was noted that the quote from Unlimited Logos had been recommended by the Maintenance Committee and the installation of chevrons will ensure safe working practices when the wardens are working on the MVAS units.

It was RESOLVED to accept the quote of £325 +VAT to be funded from the conversation budget for the supply and installation of highway chevron to the parish van.

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

PC217/22 Planning Matters:

- a) To consider agreeing the commuted sum and transfer of the LAP at Rosemary Place.

It was noted that the commuted sum would cover the maintenance cost. A query was raised regarding the fencing. It was noted that the fencing should last the 10 year period but if it required replacing this would not be funded from the commuted sum.

It was RESOLVED to accept the commuted sum of £12,950 and transfer of the LAP at Rosemary Place.

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

- b) To receive any updates and consider actions

None were received.

PC218/22 Community Hub

- a) To receive any updates and consider actions

It was noted that there was a catch up meeting between the Hub, Parish Council and Officers of the council.

PC219/22 To note the plans for the Melbourn Fete

It was noted that the Melbourn Fete will be held on 24 June 2023. The council have given permission for the pavilion, new rec and old rec to be used for the event. Council agreed that it would ask to have a pitch at the event so that members of the public can raise any concerns and ask questions.

PC220/22 To consider correspondence from the primary school regarding road safety

It was noted that road safety outside the primary school is a serious concern. There have been meetings between the school, parish councillors, district councillors, county councillors, and highways officers. It was noted that the Parish Council do not have the powers to implement the requests in the letter. There was discussion about the most appropriate people to raise concerns with and possible

projects or funding opportunities to improve road safety. It was noted that raising the issue to the head of education at Cambridgeshire County Council could be effective and that the road safety officers should visit the site to advice on action. It was noted that the police are also aware of the situation.

It was RESOLVED to respond to the letter in support of the principle to improve road safety around the primary school.

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

PC221/22 To receive an update about the “Wonderpass” project

Cllr Hart reported that the lighting has been fixed and the SDC are due to begin their work shortly. Provided that there are no delays, the painting days for the “wonderpass” project are 3/4/5th April and 11/12/13th April, each day between 10-4. Residents are encourage to come along and take part. An official opening event is proposed for the end of May.

PC222/22 To receive an update about Melbourn science park

The update was noted. It was noted that the Clerk is investigating possible S106 funds from the project.

PC223/22 Melbourn Timebank

- a) To receive the Timebank’s monthly report for February

The report was received.

- b) To consider the approval of Timebank expenses

There were no expenses to consider.

- c) To receive any updates and consider actions

None received.

(County Cllr Van de Ven left the meeting at 21:15)

PC224/22 To receive an update from the MAYD Joint Committee

It was noted that Groundwork’s contract was not being renewed and the idea of having the connection bus was being considered. Currently the bus is not available. Wifi at the pavilion is still being progressed as a gaming café may be an option for the future and wifi can be used by current users of the pavilion.

PC225/22 To receive an update from the Futures Working Party

Currently investigating areas to work on as a working party.

PC226/22 HR Matters:

- a) To consider approving the appointment of a new full time (35 hours) Assistant to the Parish Clerk

It was noted that all candidates had the appropriate skills for the role but none were qualified as a clerk so the role of Assistant to the Parish Clerk has been offered.

Following the exit interviews with the previous Clerk and RFO, it had been noted that the workload in the parish office is very high. Having two assistants to the parish clerk ensures that the office has the appropriate resources to fulfil duties and responsibilities and future-proofs the council for example in cases of staff resignation or illness.

A query was raised regarding how the extra hours can be funded. It was noted that the additional hours had been discussed with the FO who had confirmed that there are sufficient funds for the appointment of two Assistant to the Parish Clerks. ACTION: FO to share the figures with council.

It was RESOLVED to approve the appointment of a new full time (35 hours) Assistant to the Parish Clerk.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllr Clark, Travis, Hart, Campbell, Davey, Barnes, Barley, Alexander

Against: Cllr Cowley

Abstained: Cllr Kilmurray

- b) To consider approving the appointment of a new part time (12 hours) Assistant to the Parish Clerk

It was RESOLVED to approve the appointment of a new part time (12 hours) Assistant to the Parish Clerk.

Proposed by Cllr Barnes, seconded by Cllr Davey.

In favour: Cllr Clark, Travis, Hart, Campbell, Davey, Barnes, Barley, Alexander

Against: Cllr Cowley

Abstained: Cllr Kilmurray

- c) To receive any updates and consider actions

It was noted that as part of the pay award from the NALC an extra day of holiday had been award. It is now 31 days pro-rate including bank holidays.

PC227/22 Policies and Terms of Reference:

- a) To consider approving the draft Financial Regulations

It was RESOLVED to approve the draft Financial Regulations.

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

- b) To consider approving the draft Investment Strategy for 2023/24

It was noted that it should read “2023/24” not “2022/23”.

It was RESOLVED, following the amendment above, to approve the draft investment strategy 2023/24.

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

- c) To consider approving the draft Subject Access Request Register

It was RESOLVED to approve the draft Subject Access Request Register.

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

- d) To consider approving the Term of Reference for the internal auditor

It was RESOLVED to approve the Terms of Reference for the internal auditor.

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

- e) To consider approving the draft General Risk Register

It was noted that “bankruptcy” should be corrected to “into administration”

It was RESOLVED, following the amendment above, to approve the draft General Risk Register.

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

- f) To consider approving the draft Disciplinary policy

It was noted that the formatting of the creation date and next review date should be clearer. The policy creation document is to be updated soon and brought to council for review.

It was RESOLVED to approve the draft Disciplinary policy.

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

- g) To consider approving the draft Grievance policy

It was RESOLVED to approve the draft Grievance policy.

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

- h) To consider approving the draft Health, Safety, Accessibility and Wellbeing policy

Duplication of “Health and Safety at Work act 1974” to be removed. ACTION: Health, Safety, Accessibility and Wellbeing standing item to be added to full council agenda.

It was RESOLVED, following the amendment above, to approve the Health, safety, accessibility, and wellbeing policy.

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

PC228/22 To note the date of the next meeting : 24 April 2023

The date of the next meeting was noted at the 24 April 2023.

Meeting closed at 21:50