

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 24 April 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), Barnes, Cowley, Hart, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Sophie Marriage (Parish Clerk), Abigail Williams (Assistant to the Parish Clerk), Alexandra Coxall (Assistant to the Parish Clerk), District Councillors Jose Hales, and County Councillor Susan Van de Ven

The chair opened the meeting by welcoming new assistants to the Parish Clerk, Abigail Williams, and Alexandra Coxall.

**PC229/22 To receive and approve apologies for absence**

Apologies received from Cllrs Barley, Alexander, Davey, and Campbell with acceptable reasons given.

It was RESOLVED to accept the apologies for absence from Cllrs Barley, Alexander, Davey and Campbell.

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

**PC230/22 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

Dispensation granted to Cllrs Travis and Kilmurray to discuss but not vote under on all items PC243/22 because they are members of the Hub Management Group.

**PC231/22 Chairs' Announcements – For information only**

There was nothing to note.

**PC232/22 To approve the minutes of the Parish Council Meeting held on 27 March 2023**

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 27 March 2023 as an accurate record.

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

**PC233/22 To report back on the minutes of the Parish Council Meeting held on 27 March 2023**

There was nothing to report.

**PC234/22 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.

**PC235/22 To receive reports from the District and County Cllrs for Melbourn**

The report was received and including:

- Thanks to all who contributed to the Wonderpass project
- County and District Cllrs have been in contact with residents regarding the science park.
- The A10 Annual Awareness Ride including Walking and Scootering from Melbourn Hub will take place on 11 June,
- EV Charging point have been installed at Elin Way Meldreth for public use
- Discussions are ongoing with Royston Recycling Centre and the restriction is not being enforced currently.
- The next police community engagement meeting is Tuesday 2<sup>nd</sup> May. ACTION: Clerk to share information.
- SCDC Zero Carbon Communities grant is now open for application
- National Care Funding- 50% shortfall to County Council. There is a high vacancy rate in the sector in this area which needs addressing.
- Funding success for Special Educational needs
- Money from the Government to improve Great Cambridge Shared Planning

Signed:..... Date:.....

- An update regarding Cambourne- Cambridge Busway and East-West rail route.  
(County Cllrs Van de Ven and District Cllr Hales left the meeting at 19:43)

**PC236/22 Finance Matters:**

- a) To receive and consider the finance reports for March 2023  
There was no report to receive.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve  
It was noted that the quotations require updating to include the appropriate toilet facilities for the nursesey to use during the work.
- c) To quotations for the work to Littlehands car park following the drainage work  
It was noted that the agenda item should have read *to "obtain" quotations for the work to Littlehands car park following the drainage work*. Awaiting quotes to be obtained. It was noted that it would be ideal if this work could be carried out at the same time as the drainage works. This work will be funded from the Asset Management Reserves.
- d) To consider approving the CAPALC Affiliation Fee  
It was RESOLVED to approve the CAPALC Affiliation Fee including Data Protection officer Membership for £971.19.  
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.
- e) To consider approving the annual payment to RDCT from s106 monies  
It was RESOLVED to approve the annual payment of £5,000 from s106 monies to RDCT  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- f) To consider approving the approvals list for approvals list for April 2023  
It was noted that the month should read April not February.  
It was RESOLVED to approve the approvals list for April 2023.  
Proposed by Cllr Hart, seconded by Cllr Travis. All in favour.

**PC237/22 Governance:**

- a) To consider approving the DRAFT calendar of meeting for the forthcoming civic year  
There were discussions about swapping planning and parish council meetings to ensure a Parish Council meeting takes place in December. ACTION: Clerk to investigate making the change.  
It was RESOLVED to approve the DRAFT meetings calendar up to the 28th August 2023.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.  
The revised DRAFT calendar of meetings for the 28<sup>th</sup> August to the end of the civic year will come to the next meeting.
- b) To note the explanation about salaries from the Financial Officer  
The explanation, which had been previously circulated to councillors, was noted.

**PC238/22 Bank reconciliations**

- a) To note bank reconciliation for March 2023  
It was noted that the bank reconciliation for March 2023 had not yet been carried out.

**PC239/22 Email Decisions**

- a) To note the email decision for the purchase of coronation bookmarks  
The email decision was noted.
- b) To note the email decision for insurance for the parish van  
The email decision was noted.

**PC240/22 Coronation**

- a) To receive an update regarding the coronation  
An update on planning for the coronation event was received. It was noted that the Hub will be closed for business on 6<sup>th</sup> May to prepare for the event. Publicity about the event has been shared by the appropriate channels.

**PC241/22 Maintenance Matters:**

- a) To receive updates and consider actions  
There were none to receive.

**PC242/22 Planning Matters:**

- a) To consider the cost of the legal fees for the transfer of open space at Rosemary Place  
The developer has offered to pay half the legal fees (£750). It was noted that it is unusual for the developer not to cover the legal cost, but the commuted sum being received for the maintenance of the land is generous.

It was RESOLVED to accept the developer's offer to £750 of the total legal fees and to approve expenditure by the council of £750 to cover the remaining costs.

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

- b) To receive updates and consider actions

It was noted that members of the public had attended the last planning committee meeting where the Bruntwood Science Park application was discussed. Melbourn Parish Council is a consultee during the planning process and the final decision will be made by SCDC. If members of the public wish to attend the SCDC planning meeting, they can contact the Parish Clerk for information.

**PC243/22 Community Hub**

- a) To consider quotations to repair tiles on the roof

Awaiting quotes. Item deferred.

ACTION: Clerk to seek advice on declaring interests when discussing works to maintain the fabric of the building.

- b) To consider a request for permission to carry out work to the outside of the Hub and to improve storage capacity

It was noted that the Community Hub was not requesting financial assistance from the council. If funding was not obtained as expected, the project would be reviewed.

It was RESOLVED to permit the work requested and to support the SCDC Community Chest application that the Hub will be submitting.

Proposed by Cllr Cowley, seconded by Cllr Hart.

In favour: Clark, Barnes, Cowley, Hart, Wilson

Against:

Abstain: Cllrs Travis and Kilmurray.

- c) To receive updates and consider actions

None to receive.

**PC244/22 To discuss the plan for the Parish Council's stand at Melbourn Fete**

The event is on 24<sup>th</sup> June at the New Rec. It was noted that an update welcome pack, information on what the council does and has achieved this year, and how to become a councillor would be good.

ACTIONS:

-Clerk to obtain quotes for a feather banner.

-Clerk to discuss with timebank coordinator if they wish to be included on the stall

-Clerk to put together DRAFT materials

**PC245/22 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions

An update was reported to the council about a very serious act of vandalism that took place on Friday 21 April. ACTION: Clerk to make the schools aware and upload a post on the website and Facebook page regarding the incident.

**PC246/22 To receive an update and consider quotations to install a tourist sign along the A10**

Awaiting quotes. Item deferred.

**PC247/22 Melbourn Timebank**

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

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

There were none to receive.

**PC248/22 To receive an update from the MAYD Joint Committee**

It was noted that the next meeting will be 10 May.

**PC249/22 To receive an update from the Futures Working Party**

There was no update.

**PC250/22 HR Matters:**

- a) To consider approving the appointment of the Clerk as the RFO  
The parish council must have an RFO under section 151, LGA 1972. The FO is currently in her probationary period. Following advice from CAPALC the council must appoint an RFO and the FO can assist the RFO in the role by carrying out tasks and responsibilities.  
It was RESOLVED to approve the appointment of the Clerk as the RFO.  
Proposed by Cllr Cowley, seconded by Cllr Hart. All in favour.
- b) To receive updates and consider actions  
None to receive.

**PC251/22 Policies and Terms of Reference:**

- a) To consider approving the updated financial regulations  
It was RESOLVED to approve the updated financial regulations.  
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- b) To consider approving the DRAFT Creation, Revision and Review of Documents policy  
It was noted that “sub-committees” should be amended to “committees”. In the headed, it should read “Next Review Date” and “Date Approved” to avoid confusion.  
It was RESOLVED, following the amendments above, to approve the Creation, Revision and Review of Documents policy.  
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
- c) To receive updates and consider actions  
None to received.

**PC252/22 To note the date of the next meetings :**

- Community Grants Meeting **Wednesday 3 May**
- Annual Parish Meeting **Monday 15 May**
- Annual Parish Council Meeting **Monday 22 May**

The dates of the next meetings were noted as, Community Grants Meeting on Wednesday 3 May, Annual Parish Meeting on Monday 15 May, and Annual Parish Council Meeting on Monday 22 May. Cllrs were reminded to submit their nominations for the community awards to the clerk.

Meeting closed at 21:01