

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

An Extraordinary Meeting of this Council was held on Wednesday, 9 August 2023 at the Austen Room of the Hub Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ at 7.30pm

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, Hart, Davey, Alexander, Barley, Barnes, Travis and Kilmurray.

Absent: Cllr Kanagarathnam

In attendance: Sophie Marriage (Parish Clerk), Abigail Willaims and Alexandra Coxall (Assistants to the Parish Clerk)

1 To receive and approve apologies for absence

Apologies were received from Cllrs Cowley, Campbell and Wilson with appropriate reasons given.

It was RESOLVED to accept the apologies for absence from Cllrs Cowley, Campbell and Wilson.

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

2 To receive any Declarations of Interest and Dispensations.

- 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 interests in items 10a and 11a. They were granted dispensation to remain for the discussion but not to vote.

3 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)

There were no members of the public in attendance.

4 Email Decisions:

- a) To note an email decision to the appoint the open spaces warden

The decision was noted.

- b) To note an email decision to recruit a village warden

The decision was noted.

5 To consider changing the date of the September Parish Council meeting from 25th September to 27th September

It was RESOLVED to accept the change of date for the September Parish Council Meeting from Monday 25th September to Wednesday 27th September.

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

6 To discuss and consider the production of leaflets to publicise the speed limit change

It was agreed that delivering leaflets to all residents and businesses in the village would ensure that everyone is informed about the new speed limit change. It was noted that businesses should receive a cover letter requesting that they inform all members of staff about the change. A member noted that the MVAS units are good for alerting drivers and that installing them in other locations may prove effective. ACTION: Parish Office to investigate installing MVAS units at other locations.

It was RESOLVED to approve expenditure of up to £250 for production and delivery of leaflets to all residents and businesses.

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

ACTION: Parish Office to draft a cover letter to be sent to businesses.

7 To receive an update on the drainage works at little hands and to consider updated quotations

Following the Parish Council meeting on 24 July 2023, where council approved the quote from Carters subject to clarification about the toilet situation, Carters have provided an updated quote. For the necessary toilet facilities, the original quote has increased by £1,500. Including this uplift the quote from Carters remains lower than the other comparable quotes. It

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

was noted that this work will resolve the area of issue close to the Littlehands building but it is unknown if there are further issues downstream.

It was RESOLVED to approve the updated quote from Carters of £12,538.75 +VAT which includes a year's guarantee for the work.

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

It was noted that there is an overflow pipe constantly flowing from the Littlehands building.

ACTION: Parish Office to discuss with Littlehands.

8 To consider the terms for Dynamos football pitch access against their background proposal of an FA PitchPower grant offer

It was noted that the Dynamos have worked with the FA to secure a FA PitchPower grant to improve their condition. The grant from the FA covers the cost of the work to the pitches which they have recommended such as decompaction, fertilising and in-season under seeding and slitting. The Dynamos currently pay for some additional maintenance of the pitches, on top of the work that the council carries out on the pitches. The FA have made a conditional pitch improvement grant offer worth a net £36,352 spread over a six-year period. In order to access the FA grant, a financial commitment of a sinking fund of £1920pa over the six-year period, which would increase the funds to invest into the pitches to £47,782.

Dynamos are unable to fund the complementary £11,520 (£1920pa x 6 years) and they currently pay the council an access fee of £2,200 to use the pitches. The Dynamos propose that the council cancel the £2,200 access fee for 6 years so that they can put this money towards funding the £1920pa. Following discussion by council, which recognised the hard work of the Dynamos to secure this fund and their need for financial support, it was suggested to keep the access fee in place, and for the council to fund the £1920 per year for a 6-year period to the sinking fund so that the FA grant can be accessed.

It was RESOLVED to approve the precepting of £1920 per year for a 6-year period as a financial commitment to the sinking fund needed to access the FA PitchPower grant and to keep the access fee agreement in place with the Dynamos.

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

9 HR Matters:

a) To receive an update on the recruitment of a clerk

Unfortunately, there have been no applications for the position of clerk. It was noted that nationally there is a shortage of clerks.

b) To consider approving expenditure to recruit an Independent Service Provider to provide consultancy support to the parish office

Following a meeting with the assistants to the Parish Clerk, Parish Clerk and members from HR it was noted that, following the departure of the clerk, the assistants would benefit from some additional support related to items of a historical nature. At other councils, Independent Service Providers provide consultancy support to parish offices.

It was RESOLVED to approve the recruitment of an Independent Service Provider for 2 hours per week at a rate of £25 per hour for a 2 month period to provide consultancy support to the parish office.

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

c) To consider the appointment of a clerk/co-clerks to take position after 18 August 2023

It was RESOLVED to appoint both assistants to the parish clerk as co-clerks, commencing after 18 August 2023.

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

d) To receive an update on the appointment of the open spaces warden

As noted under item 4a, Keith Rudge has been appointed as the open spaces warden.

e) To note the resignation of a village warden following their appointment as open spaces warden

It was noted.

f) To receive an update on the recruitment of a village warden

Applications were received and interviews were carried out with those who met the criteria.

g) To consider appointing a village warden

HR recommended a candidate to be appointed as village warden who has experience covering the role.

It was RESOLVED to approve the appointment of the new village warden.

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

10 Policies:

- a) To discuss and consider the Melbourn Hub Financial Controls policy and procedure

It was RESOLVED to approved the Melbourn Hub Financial Controls policy and procedure with a yearly review date.

Proposed by Cllr Davey, Cllr Hart.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

11 Finance:

- a) To consider approving invoices relating to PCN at the Hub

It was RESOLVED to approve invoice 1688 totalling £1654.79 relating to PCN at the Hub.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

It was RESOLVED to approve invoice 1689 totalling £250.14 relating to PCN at the Hub.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

12 To note the date of the next meeting: 25 September 2023

It was noted that following item 5, the date for the next meeting is Wednesday, 27th September 2023.

Meeting closed at 20:39