

# MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday 23 October 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 Alexander, Barnes, Clark (Chair), Davey, Kanagarathnam, Travis, Wilson

**Absent:**

**In attendance:** Abi Williams & Alex Coxall (Parish Clerks), 2 members of the public

## PARISH COUNCIL MEETING: MINUTES

*Meeting started at 19.30*

### **PC101/23 To receive and approve apologies for absence**

It was RESOLVED to accept apologies from Cllrs Hart, Kilmurray, Cowley and Campbell.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.  
Apologies noted from District Councillor Hales and County Councillor van de Ven.

### **PC102/23 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 made by Cllr Travis for item PC110/23c.

Declarations of interest were made by Cllr Alexander for items PC115/23b & c.

Dispensations were granted to stay for the discussion but not to vote.

### **PC103/23 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.

Two members of public were in attendance.

Participant A

- Request that evidence for the need and desire for a Skate Park be presented before spend is committed.
- Noted concern within the village for Skate Park project with regard to both spend, location and suitability.
- Noted Hopkins Homes had proposed improvements to the pathways along New Road to Orchard Road junction that have not materialised.

Participant B

- Noted that all major spend should have full public consultation.
- Noted concern within the village for Skate Park project with regard to both spend, location and suitability.
- Raised concerns over the Cambridgeshire County Council policy to stop weed killing. Noted that parishioners are confined to their homes due to the impact weeds are having on pathways and highways across the village. Requested to understand the Parish Council stance on the policy.

ACTION: no formal written response requested but Melbourn Parish Council to continue to update on Skate Park Working Committee and to investigate best course of action re County weed killing policy.

*Members of public left meeting at 19:52*

### **PC104/23 To approve the minutes of the Parish Council meeting on 27 September 2023**

Noted correction to PC098/23b from \$ to £.

It was RESOLVED, pending the correction stated above, to approve the minutes of the Parish Council meeting held on 27 September 2023 as an accurate record.

### **PC105/23 To report back on the minutes of the Parish Council meeting on 27 September 2023**

Nothing to report.

### **PC106/23 Chair's Announcements**

Noted that the Chair would now request volunteers for releasing payments to ensure it is done in a timely manner.

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

**PC107/23 To receive reports from the District and County Cllrs for Melbourn**

The report was noted. *A copy of the report can be found in the supporting documents attached to the minutes on the website.*

**PC108/23 Correspondence**

- a) To consider request for Scouts to build a new storage unit on the Old Rec. The new unit would occupy the same concrete base that was historically the base for the old scout hut.  
The request was noted. ACTION: Office to respond requesting further information about size, material, placement, ownership and use to enable the Parish Council to make an informed decision at a later date.
- b) To note correspondence re the Melbourn Greenway project received from Greater Cambridge Partnership.  
It was noted.
- c) To note Cllr Barleys resignation.  
It was noted.
- d) To consider offer from UKNA and the Commonwealth War Graves Commission to enquire if the Parish Council would be interested in having a sign at Orchard Road Cemetery to let the public know there are war graves situated there.  
It was RESOLVED to progress with considering the offer to highlight Commonwealth War Graves in Orchard Road Cemetery. ACTION: Office to contact Commission and progress.  
Proposed by Cllr Wilson, seconded by Cllr Davey. All in favour.
- e) To note request to revive the A10 Joint Parish Council Working Party from Foxton Parish Council.  
The request was noted. ACTION: Office to respond requesting more information about agendas, topics of works and investment needed.

**PC109/23 Email Decisions**

- a) To note email decision to approve spend of £1,275 +VAT to complete compliance upgrade to Hub doors.  
It was noted.

**PC110/23 Finance Matters**

- a) To receive and consider the finance reports for September 2023.  
The report was noted.
- b) To consider approving approvals lists for October 2023.  
It was RESOLVED to approve the approvals list for October 2023.  
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- c) To consider approving invoices relating to PCN at the Hub.  
It was RESOLVED to approve invoice 1693 relating to PCN at The Hub for £2340.00 and invoice 1694 relating to healthcare at The Hub for £415.04.  
Proposed by Cllr Davey, seconded by Cllr Wilson.  
In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Wilson.  
Abstain: Cllr Travis.
- d) To receive updates and consider actions  
None received.

**PC111/23 Bank reconciliations**

- a) To note bank reconciliations for September 2023.  
Noted that reconciliations for August have been completed, September to be completed.

**PC112/23 Governance:**

- a) To approve additional Parish Council meeting for Community Benefit Grant Allocations on Monday 4<sup>th</sup> December, 7.30pm  
It was RESOLVED to hold an additional Parish Council meeting for Community Benefit Grant Allocations to be held on Monday 4 December 2023.  
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- b) To note road closure during Remembrance Parade on Sunday 12 November.  
It was noted.
- c) To consider approving agreement for Old Rec use for dog training.  
It was RESOLVED to proceed with sharing the agreement for Old Rec use for dog training.  
Proposed by Cllr Wilson, seconded by Cllr Travis. All in favour.  
ACTION: Office to share agreement with proposed user and review in 6 months.

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

- d) To receive updates and consider actions  
None received.

**PC113/23 Maintenance Matters:**

- a) To receive updates and consider actions  
It was noted that a request for remedial works identified in the RoSPA report to Clear Crescent Play Park will be brought to the Parish Council.

**PC114/23 Vandalism of shelter seating on the New Rec**

- a) To consider actions in relation to the fire at the shelter seating on the New Rec.  
It was agreed that the shelter would be removed from its current location. If another location can be identified the office would investigate the cost of refurbishing and resitting. Possible options are:
  - a) College
  - b) Primary schoolACTION: Office to contact options and progress.  
In the event that there are no alternative options the shelter would still be dismantled and removed. As a result of repeated issues in the area and continued cost to the Parish Council.  
Proposed by Cllr Wilson. Seconded by Cllr Barnes.  
In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Wilson.  
Abstain: Cllr Travis.

**PC115/23 Planning Matters**

- a) To note new determination date (*the date which the Planning Officer has set to make a determination on the application*) for Bruntwood Melbourn Science Park development application as 12 January 2024.  
It was noted.
- b) To note confirmation that street traders are permitted to continue trading at The Black Horse whilst applications are determined by the District Council Licensing Panel.  
It was noted.
- c) To note street trader consent licensing subcommittee to be held on Tuesday 24 October 2023.  
It was noted that representation would be made by Melbourn Parish Council.
- d) To consider how Council would like to progress with the Melbourn Neighbourhood Plan.  
ACTION: Office to investigate how much work had previously been done and talk to surrounding areas that have been through the full process and report back to Parish Council.
- e) To receive updates and consider actions  
It was noted that Council is reviewing documents with regard to Hopkins Homes land transfers.

**PC116/23 Community Hub**

- a) To receive updates and consider actions.  
It was noted that landscaping had taken place outside of The Hub.

**PC117/23 Health, Safety, accessibility, and Wellbeing**

- a) To receive updates and consider actions.  
None received.

**PC118/23 Melbourn Timebank**

- a) To receive the Timebank's monthly report for October.  
The report was noted.
- b) To consider the approval of Timebank expenses.  
It was RESOLVED to approve the timebank expenses of £21.75.  
Proposed by Cllr Wilson, seconded by Cllr Davey. All in favour.
- c) To receive any updates and consider actions.  
None received.

**PC119/23 To receive an update from the MAYD Joint Committee**

It was noted that the MixMusic DJ Workshops and Connections Bus initiatives were both running and proving very popular.

**PC120/23 To receive an update from the Skate Park Working Committee**

- a) To note update from the Chair.  
It was noted that a member of the public have approached the office to join the Skate Park Working Committee.  
It was noted that alternative uses for funds should be investigated if public support is not found for the Skate Park.  
ACTION: Office to arrange meeting in the new year.

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

**PC121/23 To receive an update from the Futures Working Party Committee**

- a) To note update from the Chair.

It was noted that a meeting will be arranged. Projects to include road markings.

**PC122/23 HR Matters**

- a) To receive updates and consider actions.

Cllr Travis provided an update from the HR Panel.

HR panel have liaised and met with both Clerks and agreed for them now to be referred to as Clerks. Contracts have been updated to reflect the change in title and increase in spinal column point (SCP) to reflect the change in role and added responsibilities. (The FO has confirmed this can be met from budget). This means both Clerks will have attained the same SCP as previous 2 Clerks once they have satisfactorily completed a 6 month probationary period for the new role and also gained ILCA and CiLCA qualifications.

**PC123/23 Policies**

- a) To receive updates and consider actions.

None received.

**PC124/23 To note the date of the next meeting: 27 November 2023**

The date of the next Parish Council Meeting was noted as 27 November 2023.

*Meeting ended 20:59*