

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 15 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 Alexander, Barnes, Clark (Chair), Cowley, Davey, Kanagarathnam, Travis, Hart

Absent: Cllr Campbell

In attendance: Abi Williams (Parish Clerk), Alex Coxall (Parish Clerk), Shelley Coulman (RFO), County Councillor Susan van de Ven

PARISH COUNCIL MEETING: MINUTES

Meeting started 19.31

PC156/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Kilmurray and Wilson.
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam. All in favour.

PC157/24 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 in item PC164/24c & PC164/24d – dispensation was granted to stay for the discussion but not to vote.

PC158/24 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 present.

PC159/24 To approve the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023

Cllr Hart noted corrections to PC153/23f) Replace 'Relate' with 'Melbourn Squash Club' under the RESOLVED sentence.

It was RESOLVED to approve the minutes, including the corrections as above, of the Parish Council meeting (Community Benefit Grants) held on 4 December 2023 as an accurate record.

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

PC160/24 To report back on the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023

It was noted that all of the Community Benefit Grants have now been paid.

- a) To note CAPALCs response to query re donating money to local churches – CAPALC noted that Section 82 of the Levelling Up and Regeneration Act 2023 inserted a new section 19A to the Local Government Act 1894, which comes into force on 26th December, allowing councils to spend money on Church property. CAPALC are awaiting confirmation from NALC and SLCC re ensuring sector consistency around the subject. Council will act on this advice when it is issued.

It was noted that we are still awaiting the advice to be issued.

PC161/24 Chair's Announcements

It was noted that in The Moor Play Park one of the new picnic benches has been vandalised and there continues to be an ongoing problem with dog faeces in the play area. It was suggested that we need to advertise the 'dog faeces causes blindness' campaign again. It was also suggested that we have a method for residents to report such findings to the Parish Council directly, and to deliver fliers to the local residents. ACTION – Maintenance Committee to pick up actions as above.

PC164/24 Finance Matters

- e) To consider the installation of Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)

Item brought forward on agenda to allow the RFO to comment.

The RFO confirmed that the quote is still accurate, and that we aim to start the changeover in April, to go live in June, with both systems running concurrently for a period of three months, and for modules to be added in stages, starting with finance. An amount of £6872.00 has been precepted for the system implementation, and staff training. Licence fee's going forward will be £3275.00 per annum. It was RESOLVED to approve the quote from Rialtas allowing for £6872 for installation and training and £3275 for annual licence fees.

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

- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.

Item brought forward on the agenda to align with PC166/24 which was also brought forward to allow the RFO to comment.

Item discussed as part of precept item PC166/24. No resolution recorded as funding decision resolved as part of the precept. Future discussion to take place with council around future funding of this and other charitable schemes as part of the precept.

PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee

Item brought forward on the agenda to allow the RFO to comment.

It was RESOLVED to approve the precept for financial year 2024/25 as recommended by Finance & Good Governance Committee with an increase of 4.65% (£5.74 per band D household).

Proposed by Cllr Travis, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Travis, Hart

Abstain: Cllr Cowley

RFO left the meeting at 20.00

PC162/24 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart drew attention to the number of potholes in the village, highlighting that many have now been marked for filling.

County Cllr Susan van de Ven gave her report, and noted speeding within the village, particularly in Clear Crescent and on the High Street (near The Dolphin). It was highlighted that the road markings outside the science park have been refreshed. There will be a street cleaning ten week rolling cycle, Melbourn is due a visit on 26th February. Residents will be able to report street cleaning needs online, Melbourn comes under zone 3.

A copy of the report can be found in the supporting documents to the minutes on the website

PC163/24 Correspondence

- a) To note request for response to the Cambridgeshire Highways & Streetlighting surveys.

It was noted.

PC164/24 Finance Matters

- a) To receive and consider the finance reports for November and December 2023.

It was noted.

- b) To consider approving the retrospective approvals lists for December 2023.

It was RESOLVED to approve the retrospective approvals list for December 2023.

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

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

It was RESOLVED to approve invoice 1702 at a cost of £237.50

Proposed by Cllr Kanagarathnam, Seconded by Cllr Hart.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

It was RESOLVED to approve invoice 1703 at a cost of £2010.00

Proposed by Cllr Barnes, Seconded by Cllr Davey.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- d) To consider approving payment of the annual licence fee to the Hub.

It was RESOLVED to approve the payment of the annual licence fee of £15,000.00 to the Hub.

Proposed by Cllr Davey, Seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- e) To consider the installation of the Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)
Brought forward on agenda – see point PC164/24e) above.
- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.
Brought forward on agenda – see point PC164/24f) above.

PC165/24 Bank reconciliations

- a) To note bank reconciliations for November / December 2023.
It was noted.

PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee

Brought forward on agenda – see point PC166/24 above.

PC167/24 Governance

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

PC168/24 Maintenance Matters

- a) To receive updates and consider actions
Update talks to get the old Back Lane pond reinstated are ongoing, with an estimated cost of £500,000.

PC169/24 Planning Matters

- a) To consider signing the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.
It was RESOLVED to approve the signing of the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.

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

- b) To note agreement with Stonebond for Melbourn Parish Council appointed contractor to complete remedial works needed to Orchard Gardens to allow land transfer to be completed. Costs of £2,980.00 will be reimbursed by Stonebond.
It was noted.
- c) To receive updates and consider actions
None received

PC170/24 Community Hub

- a) To receive updates and consider actions.
It was noted that a Manager of the Hub has been appointed.
Cllr Davey extended her, and the councils, congratulations to the Hub Management Team.

PC171/23 Health, Safety, accessibility, and Wellbeing

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

PC172/24 Melbourn Timebank

- a) To receive the Timebank's monthly report for December / January.
It was noted.
- b) To receive any updates and consider actions.
None received.

PC173/24 To receive an update from the MAYD Joint Committee

An update was given by Cllr Travis (Chair of MAYD Joint Committee), to state that the Connections Bus service and Mix Music are both running well.

PC174/24 To receive an update from the Futures Working Party Committee

Cllr Clark updated that committee meetings would be reinstated and actions decided. Comments were made about road marking causing concern. There was a recommendation the periodically turn the MVAS units around so this catches speeding cars leaving the village.

- a) To note correspondence re the road conditions on The Moor.
It was noted.

PC175/24 HR Matters

- a) To note the completion of the ILCA qualification by the Clerks.
It was noted.

- b) To receive updates and consider actions.

Cllr Hart updated the Parish Council that dates are in the diary for the Clerks performance reviews.

PC176/24 Policies

- a) To consider approving the updated Financial Regulations as recommended by Finance & Good Governance.

It was RESOLVED to approve the updated Financial Regulations as recommended by Finance & Good Governance Committee.

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

PC177/24 To note the dates of the next meeting

The date of the next meeting was noted as Monday 26 February 2024 at 7.30pm

Meeting closed at 20.41