

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Tuesday 27 February 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, Campbell, Clark (Chair), Davey, Kanagarathnam, Travis

Absent:

In attendance: Abi Williams (Parish Clerk)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC178/24 To receive and approve apologies for absence

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

PC179/24 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 items PC187/24d) and PC195/24a) – dispensation was granted to stay for the discussion but not to vote.

PC180/24 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.

PC181/24 To approve the minutes of the Parish Council meeting held on 15 January 2024

It was RESOLVED to approve the minutes of the Parish Council meeting held on 15 January 2024 as an accurate record.

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

PC182/24 To report back on the minutes of the Parish Council meeting held on 15 January 2024

Cllr Davey noted that dog lead hooks would be a useful addition to The Moor play park to help combat the dog fouling issue in the park (PC161/24).

PC183/24 Chair's Announcements

It was noted that the Chair is reinstating the Skate Park Working Party and arranging a meeting to discuss locations and initial questionnaire. The Futures Working Party will also be reinstated, initially looking at village gateways, road marking and road safety around the schools.

PC184/24 To receive reports from the District and County Cllrs for Melbourn

The report was noted.

Cllr Travis requested further information for The Hub about the 'Healthy Places' survey. ACTION: Office to request further information from County Cllr van de Ven.

PC185/24 Correspondence

- a) To consider request to add a link to the virtual issue of Melbourn Magazine to the Melbourn Parish Council website.

The request was discussed highlighting concerns about the Parish Council hosting a publication that they have not edited and the possibility of promoting issues that have nothing to do with the Council. ACTION: Office to seek advice with regard to the use of disclaimers to cover these concerns.

Suggestion was made that The Hub website could be approached for hosting and Melbourn Magazine could be encouraged to apply for funding to host the publication themselves.

- b) To consider request from Melbourn Women’s Institute to install memorial poppies to the village sign around the period of Remembrance Day as in 2023.

It was RESOLVED to approve the request for the Melbourn Women’s Institute to install memorial poppies to the village sign for the period of Remembrance Day 2024.
It was noted that the 2023 display was a stunning display and thanks were given.

- c) To note request from 1st Orwell Scouts to nominate a Cllr representative to attend a Cub meeting on 22 March to enable three of their Cubs to present their activities in order to achieve the You Shaped Awards badge.

The request was noted. The Chair has accepted the invitation with thanks.

PC186/24 Email Decision

- a) To note email decision to accept increased charges from solicitors of £278 for land transfer at Greengage Rise.

It was noted.

PC187/24 Finance Matters

- a) To receive and consider the finance reports for January 2024.

It was noted.

- b) To consider approving the retrospective approvals list for January 2024.

It was RESOLVED to approve the retrospective approvals list for January 2024.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To consider approving the approvals list for February 2024.

It was RESOLVED to approve the approvals list for February 2024.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

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

It was RESOLVED to approve invoice 1707 at a cost of £1650.00
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.
Abstain: Cllr Travis.

It was RESOLVED to approve invoice 1708 at a cost of £37.50

Proposed by Cllr Barnes, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam.

Abstain: Cllr Travis.

PC188/24 Bank reconciliations

- a) To note bank reconciliations for January 2024.

It was duly noted that the bank reconciliations have been completed.

PC189/24 Governance

- a) To note update to Section 137 limit for 2024/25 - The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81 (£9.93 for 2023/24).

It was noted.

- b) To note new requirements in accessibility for websites, moving from WCAG2.1AA to WCAG2.2AA in October 2024. Need to update the current website to confirm to be noted.

It was noted.

- c) To consider sharing data with SCDC about persistent parking issues to inform enforcement officers where and when the issues are. Send office information to be sent by 8 March 2024.

It was noted. ACTION: Cllrs were requested to send any comments to the office before 8 March 2024.

- d) To consider taking up the offer of a free copy of the official Kings Portrait. To celebrate the new reign of His Majesty The King, the Cabinet Office has announced a government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of the Monarch.

It was agreed that MPC would request the free copy of the official Kings portrait.

- e) To consider introducing an additional meeting to award the community benefit grants – to be added to the meeting diary for May and December every year going forward.

It was RESOLVED to two additional meetings to the annual meeting calendar to accommodate the Community Benefit Grant meetings to be held in December and April/May of each year.

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

PC190/24 Community Awards

- a) To note the launch of the Community Awards and to request Cllrs submit nominations to the office.
It was noted.

PC191/24 Melbourn Village Fete

- a) To consider Melbourn Parish Council requesting a stall at Melbourn Village Fete.
It was RESOLVED that Melbourn Parish Council would request a stall at Melbourn Village Fete.
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.

PC192/24 Cemetery Matters

- a) To consider the proposal to allow interment in Orchard Road Cemetery.
It was RESOLVED to allow the sale of a cremated remains plot in Orchard Road Cemetery to allow the interment of remains in to the Fordham family plot.
Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

PC193/24 Maintenance Matters

- a) To consider approval and publication of the tender documents for village maintenance.
Drawing attention to the change from fixed price for 3 years to index linked rises over the period of the contract as well as additional tasks added to contract.
It was noted that the Millenium Copse cutting should be increased.
It was RESOLVED to approve the publication of the tender documents for village maintenance, including the change as recommended above.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.
- b) To consider the purchase of storage container and equipment for Stockbridge Meadows. Funds to be taken from Conservation (1100).
It was RESOLVED to purchase and install a storage container for Stockbridge Meadows from the supplier Portable Space at a cost of £2750.00+VAT.
Proposed by Cllr Travis, seconded by Cllr Alexander. All in favour.
It was RESOLVED to purchase the suggested equipment for Stockbridge Meadows use up to the value of £1500.00
Proposed by Cllr Travis, seconded by Cllr Campbell. All in favour.
- c) To receive updates and consider actions.
Cllr Travis reported that County Cllr van de Ven is working with SDC to repair the Wonderpass.

PC194/24 Planning Matters

- a) To consider response to consultation letter from Cambridgeshire County Council – Meldreth Link Bridleway Public Path Creation Agreement 2024. Comments needed by 6 March 2024.
It was noted that Cllrs are requested to send any comments to the office by 6 March 2024. ACTION: Office to enquire if lights are to be added to the bridleway.
- b) Note the attendance of Clerks at ‘Unlocking the Potential of Your Parish: How the Planning Team Can Support You as a Parish Clerk’ and consider Council response to question ‘How can the Planning Service help you and the residents in your parish?’
It was noted.
- c) To receive updates and consider actions.
It was noted that the works to Piggot Close are almost complete – on approval via inspection Stonebond will be informed that we are happy to proceed with the land transfer. ACTION: Office to arrange with Council representative to inspect are once works are complete.

PC195/24 Community Hub

- a) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.
This item was deferred to the next meeting.
It was noted that any quotes for works involving the Community Hub should be addressed to Melbourn Parish Council, quotes are only to be sourced via the office (unless agreed otherwise) in accordance to ‘Document 4.40 Melbourn Parish Council Policy and Procedure Hub Financial Controls Aug2023’.
ACTION: Office to contact suppliers and ask for readdressing of the quotes and seek a further quote for comparison.
- b) To receive updates and consider actions.
None received.

PC196/23 Health, Safety, accessibility, and Wellbeing

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

PC197/24 Melbourn Timebank

- a) To receive the Timebank’s monthly report for February, to include the monthly report sent to ACRE.
It was noted.
- b) To receive any updates and consider actions.
None received.

PC198/24 To receive an update from the MAYD Joint Committee

- a) To receive reports from Connections Bus and Mix Music initiatives.
Cllr Travis provided a ‘good news report’ with regard to the Connections Bus and Mix Music initiatives.
Thanks were passed to all involved for their hard work.

PC199/24 To receive an update from the Futures Working Party Committee

It was noted under PC183/24) that the Futures Working Party Committee would reconvene.

PC200/24 HR Matters

- a) To note that, in the opinion of the HR Committee, both Clerks have satisfactorily completed their probationary period.
It was noted.
- b) To receive updates and consider actions.
It was noted that the RFO has passed the FiLCA. Congratulations were passed to the RFO via the office.

PC201/24 Policies

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

PC202/24 To note the date of the next meeting

The next Full Council Meeting will be held on Monday 25 March 2024 at 7.30pm
The date of the next meeting was noted as Monday 25 March 2024.

Meeting closed 20:33