

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 25 March 2024 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), Cowley (Vice Chair), Davey, Hart, Kilmurray, Kanagarathnam, Travis

Absent: Cllr Wilson

In attendance: Abi Williams (Parish Clerk)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC203/24 To receive and approve apologies for absence

Apologies were noted from County Cllr van de Ven and District Cllr Hales.

PC204/24 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 Cllrs Travis and Kilmurray in their capacity as Hub Directors in items PC212/24b) and PC217/24a-g) – dispensation was granted to stay for the discussion but not to vote.

PC205/24 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.

PC206/24 To approve the minutes of the Parish Council meeting held on 27 February 2024

It was RESOLVED to approve the minutes of the Parish Council meeting held on 27 February 2024 as an accurate record.

Proposed by Cllr Davey, seconded by Cllr Kanagarathnam.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Hart, Kilmurray, Kanagarathnam, Travis
Abstain: Cllr Cowley

PC207/24 To report back on the minutes of the Parish Council meeting held on 27 February 2024

Nothing to report.

PC208/24 Chair's Announcements

It was noted that the Chair attended a session with the local Cub pack and shared his thanks to the pack for their hard work on the badge they were working towards.

PC209/24 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart provided a verbal report highlighting; works carried out to Station Rd, introduced the Take 5 County Council Road Safety scheme, reported on meetings with Anglian Water, noted a request for advice from the Melbourn Practical Solutions Group with regard to the future of the seating shelter on the New Rec and noted works are to start on the upgrade to the path between Meldreth station and the village. ACTION: Office to provide public information to report if they have not received the South Cambs Magazine. *A full copy of the report can be found in the supporting documents for this meeting.*

PC210/24 Correspondence

- a) To consider approving contract for H Harris Fun Fair to locate on the Old Rec 28 May to 3 June 2024.

It was RESOLVED to approve the contract for H Harris Fun Fair to locate on the Old Rec 28 May to 3 June 2024.

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

Signed..... Date.....

- b) To consider request from Melbourn Kebab Van for the use of electricity in the car park.

It was PROPOSED to defer any consideration on this request and respond with a request for a meeting so that Council can fully understand what is required. ACTION: Office to contact business owner and request a meeting.

- c) To consider an offer of Traffic Management Training Course from Cambridge County Council – offering the Hub as a possible location for training.

It was noted that The Hub could be suggested as a location to hold the training. ACTION: Office to contact Cambridge County Council with the suggestion including costs associated with hire of the room. It was noted that one of the Wardens would be best placed for training if accepted.

- d) To note closing remarks from EDGE with regard to the cyber incident in October 2023.

It was noted.

PC211/24 Email Decision

- a) To note email decision to fund Stannah stair lift fix at a cost of £315.90.

It was noted.

- b) To note email decision to appoint Cllr Travis as the representative of Melbourn Parish Council at the Planning Committee Meeting with regard to the Bruntwood science park planning application held on 13 March 2024.

It was noted.

Thanks were passed to Cllrs Travis, Hart and Hales for their efforts in representing the village on the topic.

PC212/24 Finance Matters

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

It was noted.

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

It was RESOLVED to approve invoice 1712 at a cost of £37.50

Proposed by Cllr Davey, seconded by Cllr Alexander.

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

Abstain: Cllrs Kilmurray, Travis.

It was RESOLVED to approve invoice 1711 at a cost of £1,710.00

Proposed by Cllr Davey, seconded by Cllr Barnes.

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

Abstain: Cllrs Kilmurray, Travis.

- c) To note price increase from 1st April for Greater Cambridge Shared Waste of 5% on the general waste collection from New Rec.

It was noted.

- d) To note price increase from 1st May for Lucid Systems support offering – fixed for two years – at an additional cost of £4 (5%) rising from £74.00 to £78.00 a month.

It was noted.

- e) To consider approving CAPALC affiliation fees and Data Protection Officer Membership Scheme for 1 April 24 – 31 March 25 at a cost of £1,021.92

It was RESOLVED to approve the CAPALC affiliation fees and Data Protection Officer Membership Scheme for 1 April 24 – 31 March 25 at a cost of £1,021.92

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

- f) To consider approving the approvals list for March 2024.

It was RESOLVED to approve the approvals list for March 2024.

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

PC213/24 Bank reconciliations

- a) To note bank reconciliations for February 2024.

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

PC214/24 Governance

- a) To receive and consider the updated fixed asset register as recommended by Finance & Good Governance Committee.

It was noted that it would be prudent to check insurance value prices before the next renewal of insurance.

Signed..... Date.....

It was RESOLVED to approve the updated fixed asset register as it stands today as correct.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- b) To note the date of meeting to award the Community Benefit Grants as 8 May 2024.
It was noted.

- c) To consider the response from CAPALC regarding the hosting of Melbourn Magazine on the Melbourn Parish Council website.

It was noted that the response from CAPALC highlighted that Melbourn Parish Council cannot host the village magazine for a number of reasons. ACTION: Office to communicate with applicant that Melbourn Parish Council are unable to host the publication and suggest that they apply for a Community Grant to fund their own website and/or approach the Melbourn Hub as a possible host.

- d) To receive any updates and consider actions.

None received.

PC215/24 Maintenance Matters

- a) To receive updates and consider actions.

It was noted that the Grounds Maintenance Tender would be posted to Contracts Finder and via the website on Tuesday 26 March 2024.

PC216/24 Planning Matters

- a) To consider signing Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road as recommended by Planning Committee.

It was RESOLVED to sign the Deed of Covenant between Melbourn Parish Council and The Master and Fellows of Peterhouse in the University of Cambridge with regard to the Visibility Splay Area and Future Access Corridor at Land to the north-east side of New Road.

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

- b) To consider signing the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.

It was RESOLVED to sign the TP1 in relation to property CB426864 (SGB) – Land to the north-east side of New Road.

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

It was noted that at such time as all land transfers have taken place Melbourn Parish Council would communicate with all residents of the estate explaining the covenant in place and the fact that we were not able to remove it from the land transfer.

- c) To receive updates and consider actions.

None received.

PC217/24 Community Hub

- a) To note the achievement of all staff and volunteers for maintaining a 5 star food hygiene rating.

It was noted and congratulations passed to all staff and volunteers.

- b) To consider quotes for servicing of rackline library system with possible replacement of locks.

It was RESOLVED to accept the quote from Rackline Limited at a cost of £965.00 as quoted.

Proposed by Cllr Cowley, seconded by Cllr Alexander.

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

Abstain: Cllrs Kilmurray, Travis.

- c) To note invoice for works required to rectify issue with reducing valve identified when carrying out boiler works at a cost of £210.00+VAT

It was noted.

- d) To note invoice for works to underfloor heating valve identified when heating stopped working in Norbury room at a cost of £90.00+VAT

It was noted.

- e) To consider quotes for signage – Hub external signage, internal toilet signs and library road sign.

It was RESOLVED to accept the quote from Richard Law Signwriter at a cost of £875.00 as quoted.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

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

Abstain: Cllrs Kilmurray, Travis, Cowley.

- f) To consider renewal of MGS automatic doors service contract at an annual cost of £495.00

It was RESOLVED to accept the renewal of MGS automatic doors service contract at an annual cost of £495.00

Proposed by Cllr Davey, seconded by Cllr Alexander.

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

Abstain: Cllrs Kilmurray, Travis.

- g) To consider quotation for replacing 2 x roof tiles to the front and rear of The Hub.

DEFERED. It was decided to defer the decision to enable the office to acquire more quotes due to high costs. ACTION: Cllrs Hart and Alexander to share contact of possible contractors.

- h) To receive updates and consider actions.

None received.

PC218/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC219/24 Melbourn Timebank

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

It was noted.

- b) To receive any updates and consider actions.

None received.

PC220/24 To receive an update from the MAYD Joint Committee

No updated to share at this time.

PC221/24 To receive an update from the Futures Working Party Committee

The Chair updated with the intention to hold meetings in mid April.

Topics to be covered include; village gateways, a village information map, road safety and condition.

Cllr Cowley enquired if all conditions had been met from the Hopkins Homes development. Including a cycleway along New Road. ACTION: Office to investigate if conditions are checked by Planning or Melbourn Parish Council.

PC222/24 To receive an update from the Skate Park Working Party Committee

- a) To note proposed agenda for meeting to be held on 15 April 2024 – time and venue to be confirmed.

It was noted.

PC223/24 HR Matters

- a) To note the introduction of a new model contract by NALC for any future Council employees.

It was noted.

- b) To receive updates and consider actions.

Cllr Hart confirmed that Wardens reviews would be taking place in May.

PC224/24 Policies

- a) To note that the Financial Regulations are currently being updated by NALC our approved regulations will be reviewed after these have been released.

It was noted.

- b) To consider approving the Subject Access Request Register as recommended by the Finance and Good Governance Committee.

It was RESOLVED to approve the Subject Access Request Register as recommended by the Finance and Good Governance Committee.

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

- c) To consider approving the draft Record of Processing Activities as recommended by the Finance and Good Governance Committee.

It was RESOLVED to approve the draft Record of Processing Activities as recommended by the Finance and Good Governance Committee.

Proposed by Cllr Hart, seconded by Cllr Alexander.

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

PC225/24 To note the date of the next meeting

The next Full Council Meeting will be held on Monday 22 April 2024 at 7.30pm

The date of the next meeting was noted as Monday 22 April 2024.

Meeting closed at 21:13