

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 22 April 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 Barnes, Clark (Chair), Cowley (Vice Chair), Kilmurray, Kanagarathnam, Travis, Wilson

Absent: Cllr Alexander

In attendance: Abi Williams (Parish Clerk), County Cllr Susan van de Ven

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:33

PC226/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Campbell, Davey and Hart.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
Apologies were noted from District Cllr Hales.

PC227/24 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 items PC 233/24b) and items PC 238/24a-e) – dispensation was granted to stay for the discussion but not to vote.

PC228/24 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.

PC229/24 To approve the minutes of the Parish Council meeting held on 25 March 2024

It was RESOLVED to approved the minutes of the Parish Council meeting held on 25 March 2024 as an accurate record.

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

PC230/24 To report back on the minutes of the Parish Council meeting held on 25 March 2024

- a) To note that due to a clerical error in January 2024 the numbering of agendas has changed and so as not to duplicate will remain as ‘meeting-number/calendar year’ and not ‘meeting-number/civic year’.

Change in numbering going forward was noted. Suggested change from civic year 2024 to ‘meeting-civic year-item number’ ACTION: Office to discuss.

PC231/24 Chair’s Announcements

Nothing to note.

PC232/24 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was presented by County Cllr van de Ven.

A full copy of the report can be found in the supporting documents for this meeting.

ACTION: Office to investigate if Little Hands heating or Pavilion kitchen refit could be covered by the South Cambs District Council Zero Carbon Communities Grant.

It was noted that County Cllr van de Ven had ensured that Orchard Road pavements were back on the repair list. Potholes had also been re-added to the Highways reporting tool for the Back Lane area.

County Cllr van de Ven left the meeting 19:52

PC233/24 Finance Matters

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

It was noted.

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

It was RESOLVED to approve invoice 1715 at a cost of £37.50

Proposed by Cllr Cowley, seconded by Cllr Wilson.

In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

Abstain: Cllrs Kilmurray, Travis.

It was RESOLVED to approve invoice 1716 at a cost of £1,590.00

Proposed by Cllr Barnes, seconded by Cllr Cowley.

In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

Abstain: Cllrs Kilmurray, Travis.

- c) To consider approving the annual payment to Royston and District Community Transport from s106 monies.

It was RESOLVED to approve the payment of £5,000 to Royston and District Community Transport from s106 monies held for community transport.

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

- d) To consider approving the approvals list for April 2024.

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

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

PC234/24 Bank reconciliations

- a) To note bank reconciliations for March 2024.

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

PC235/24 Governance

- a) To receive the first part of the Internal Audit report from CAPALC and receive the Clerks report on actions.

The report was noted.

- b) To note the second internal audit visit will take place on Wednesday 5 June 2024.

The date was noted.

- c) To consider the DRAFT calendar of meetings for the forthcoming civic year.

It was RESOLVED to approve the calendar of meetings for the forthcoming civic year.

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

- d) To note the importance of informing Clerks of absence from meetings as soon as possible to allow time for substitutes to be arranged if necessary and also to list volunteer substitutes for Planning and Maintenance.

It was noted. ACTION: Office to compile a list of substitutes who could be available if required.

- e) To receive any updates and consider actions.

None received.

PC236/24 Maintenance Matters

- a) To note the approval by Chair to proceed with Cambridge Asbestos quote for asbestos testing in The Moor car park.

It was noted.

- b) To receive an update on the asbestos survey carried out in The Moor car park prior to works being carried out.

Chair provided an update to confirm that chrysotile asbestos had been identified in the area of works.

- c) To consider quotes for remedial works to The Moor car park.

Discussion took place over suggested plan for works.

It was noted that the works including the removal of asbestos would be costly without deriving extra value for residents. It was decided to proceed with obtaining quotes for asbestos removal to add to the current quotes from John Cobb & Sons Ltd and Curtis and Sons and to look at alternative options in the event that the decision was taken not to proceed with resurfacing. To look at options such as boulders to stop parking etc, installing a wildflower garden and a path. ACTIONS: Office to request updated quotes from suppliers stated and obtain quote for removal by Cambridge Asbestos. To look at costs for alternative solutions. To request CDM regulation paperwork from suggested suppliers.

- d) To consider decision of covering costs of work quoted in PC237/24c) by general or asset reserves.

Deferred to such time as works are decided.

- e) To receive updates and consider actions.

None received.

PC237/24 Planning Matters

- a) To receive report from Clerks on attendance of recent planning meeting with Greater Cambridge Planning. The report was noted.

- b) To note completion of works to Piggott Close / Orchard Gardens area – works signed off and invoiced.

It was noted that works were complete. *After the meeting it was confirmed that the invoice for cost of remedial works had been paid by Stonebond.*

- c) To receive updates and consider actions.

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

None received.

PC238/24 Community Hub

- a) To note flooring upgrade requirement in the kitchen – quotes to be obtained.
It was noted. ACTION: Office to work with Hub Management team to obtain quotes for works and bring proposal back to full Council.
- b) To note request for spend on replacement chairs required.
It was noted. ACTION: Office to work with Hub Management team to secure numbers of chairs required and bring proposal back to full Council.
- c) To note payment of Gratte Brothers invoice for kitchen equipment at a cost of £6,594.00 as approved PC194/22c) – carried out in 2023 (not invoiced by company at the time).
Payment was noted.
- d) To note that roof tiles were replaced at a cost of £190+VAT.
Works were noted. Thanks passed to Cllr for introduction to supplier.
- e) To receive updates and consider actions.
None received.

PC239/23 Health, Safety, accessibility, and Wellbeing

- a) To note update on First Aid procedures.
Deferred.
- b) To receive updates and consider actions.
None received.

PC240/24 Melbourn Timebank

- a) To receive the Timebank's monthly report for April.
It was noted.
- b) To note the Mental Health Awareness course being provided by the Timebank / MACS. Clerks to attend on 7 May 2024.
It was noted.
- c) To receive any updates and consider actions.
None received.

PC241/24 To receive an update from the MAYD Joint Committee

It was noted that the next MAYD Joint Committee meeting would be held on 22 May 2024.

PC242/24 To receive an update from the Futures Working Party Committee

It was noted that the next Futures Working Party meeting would be held on 25 April 2024 – covering gateways to the village, a village map and road marking.

PC243/24 To receive an update from the Skate Park Working Party Committee

- a) To confirm initial meeting to be held 29 April 2024 and to note potential change of Terms of Reference to allow up to four members of the public to sit on the working party.
It was RESOLVED to approve the change to the Terms of Reference for the Skate Park Working Party to permit up to four members of the public on the committee.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC244/24 HR Matters

- a) To note the increase in minimum wage for litter pickers – from £10.42 to £11.44 from 1st April 2024.
It was noted.
- b) To receive updates and consider actions.
None received.

PC245/24 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.

PC246/24 To note the date of the next meetings

The **Community Benefit Grant Meeting** will be held on **Wednesday 8 May 2024** at 7.30pm.

The **Annual Parish Meeting** will be held on **Monday 13 May 2024** at 7.30pm.

The **Annual Parish Council Meeting** will be held on **Monday 20 May 2024** at 7.30pm

The dates meetings were noted as Wednesday 8 May 2024 (Community Benefit Grant Meeting), Monday 13 May 2024 (Annual Parish Meeting) and Monday 20 May 2024 (Annual Parish Council Meeting).

Meeting closed at 20:59