

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

The Annual meeting of this Council was held on Monday, 20 May 2019 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Kilmurray, Travis, Hart, Wilson, Barnes

Absent: None.

In attendance: Mr Simon Crocker - Parish Clerk and eight members of the public.

PC001/19 To receive nominations and to elect the Chair of the Parish Council;

Cllr Clark was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Clark be elected Chair of the Parish Council for the forthcoming civic year. Cllr Clark duly signed the declaration of acceptance of office.

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

PC002/19 To receive nominations and to elect the Vice-Chair of the Parish Council;

Cllr Cowley was nominated. There were no other nominations

It was:

RESOLVED that Cllr Cowley be elected Vice-Chair of the Parish Council for the forthcoming civic year. Cllr Cowley duly signed the declaration of acceptance of office.

Proposed by Cllr Travis, seconded by Cllr Hart – All in favour.

PC003/19 To receive and approve apologies for absence

The Parish Clerk noted he had received apologies from Cllr Buxton following the meeting

PC004/19 To receive any Declarations of Interest and Dispensations

Cllrs Travis and Kilmurray declared a disclosable pecuniary interest in respect of agenda item PC018/19 as directors of the Community Hub. There were no requests for dispensation.

PC005/19 Chairs' Announcements – For information only

The Chair reported that the Parish Office would be closed on 03 June 2019 and 04 June 2019 to allow for the installation of Air Conditioning

PC006/19 Co-option: To receive a progress update from the Parish Clerk and consider any applications.

The Parish Clerk reported that five expressions of interest had been received, and application packages had been sent out.

The report was *noted*.

PC007/19 To approve the minutes of the Parish Council Meeting 23 April 2019

Cllr Hart noted an error under agenda item PC169/18. “..Bowls Club..” to read “..Rival Bowls Club..”

It was

RESOLVED that the minutes of the Parish Council meeting held on 23rd April 2019 as amended be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Kilmurray, seconded by Cllr Wilson – All in Favour.

PC008/19 To report back on the minutes of the Parish Council Meeting 23 April 2019

There were no actions to report

PC009/19 To receive the Clerk's Report

A monthly report was circulated (attached herewith)

The report was *noted*.

PC010/19 Appointment of Standing Committees**a) Planning Committee (max eight Cllrs)**

- Cllr Kilmurray (Chair)
- Cllr Wilson (Vice Chair)
- Cllr Hart
- Cllr Clark
- Cllr Buxton
- Cllr Cowley

b) Finance & Good Governance Committee (max nine Cllrs)

- Cllr Cowley (Chair)
- Cllr Kilmurray (Vice Chair)
- Cllr Clark
- Cllr Hart
- Cllr Barnes

c) Maintenance Committee (max six Cllrs)

- Cllr Travis (Chair)
- Cllr Clark (Vice Chair)
- Cllr Barnes
- Cllr Wilson
- Barry Deville
- Rosemary Gatward
- Mike Sherwen
- Tim Stebbing

PC011/19 Appointment of Standing Working Parties**a) Melbourn Futures Working Party**

- Julie Norman (Chair)
- John Regan (Vice Chair)
- Cllr Clark
- Cllr Hart
- Cllr Kilmurray
- Cllr Hales
- David Telford

b) Website Working Party

- Cllr Barnes
- Cllr Kilmurray
- Simon Crocker
- Julie Norman

PC012/19 To note Parish Council Liaisons on the following:-

- a) Board of Trustees of Francis John Clear Almshouses – Mavis Howard
- b) Board of Trustees of Martin's Charity – Parish Clerk
- c) Board of Trustees of Triggs Charity Trust – Val Barret
- d) Melbourn Mobile Warden Scheme – Cllr Hales
- e) Melbourn and Meldreth Luncheon Club – Cllr Hales

f) MAYD – Cllr Travis

PC013/19 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)

The Chair suspended standing orders to allow public participation

A member of the public expressed disappointment at the recent rejection of a community grant funding application. The Chair thanked the member of public for their comments, and reminded them that there were two opportunities to apply for grant funding every year, the next being in October 2019.

A member of the public reported he was planning to produce a Melbourn Showcase and invited Cllrs and residents to participate. The Chair thanked the member of public for the offer.

A member of the public expressed disappointment that no reply had been received following a letter to the Chair. The Chair thanked the member of public and offered to speak with him following the meeting.

A member of the public queried the report and guidance on levels of general reserves presented at the previous meeting. The Chair reported that deliberations were ongoing and financial reserves would be an agenda item at the next Finance & Good Governance Committee meeting.

The Chair re-imposed Standing Orders

PC014/19 83 High St: To consider the results of the public consultation on the relocation of the memorial stone

The results of the public consultation were considered. Results as follows:

1	Accept an offer from Cambourne Town Council to give the memorial stone a permanent Home	35
2	Relocate the stone further back from the Highway within the curtilage of the existing plot	12
3	Relocate the stone to New Road Cemetery	16
	Spoiled Forms	16
	Total	79

It was:

RESOLVED To relocate the memorial stone to New Road Cemetery
Proposed by Cllr Hart, seconded by Cllr Travis. In Favour: Cllrs Barnes, Travis, Cowley, Clark, Hart, Wilson. Against: None. Abstentions: Cllr Kilmurray

PC015/19 To receive reports from the District and County Cllrs for Melbourn

It was **noted** that the reports would be submitted to the Annual Parish Meeting the following week.

PC016/19 To consider a report on rat running through Beechwood Avenue

A member reported on rat running communicated to him by residents. Council noted they had previously written to businesses and suggested writing again.

It was:

RESOLVED to write to businesses requesting Back Lane is used as the access road.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes – All in favour.

PC017/19 Finance Matters:

a) To receive and consider the year end finance report

It was:

RESOLVED to receive the year end finance report

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

AND

RESOLVED To Vire £11k from General Reserves to Staff Salaries.

Proposed by **Cllr Travis**, seconded by **Cllr Wilson** – All in favour.

b) To receive and consider the approvals list for May 2019

It was:

RESOLVED that the monthly transactions listing for May 2019 be received and approved.

Proposed by **Cllr Hart**, seconded by **Cllr Cowley** – All in favour

Cllrs Travis and Kilmurray left the meeting

PC018/19 Melbourn Community Hub: To consider a quotation for an upgrade to the CCTV system

It was:

RESOLVED to accept a quotation from MPE Alarms for £3,880 for an upgrade to the CCTV System.

Proposed by **Cllr Cowley**, seconded by **Cllr Wilson** – All in favour.

Cllrs Travis and Kilmurray re-joined the meeting

PC019/19 Annual Governance and Accountability Return 2018/2019: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

Council considered each of the nine governance statements in turn. The Parish Clerk gave evidence that each of the criteria for ticking yes had been met, with the exception of governance statement 9 which is not applicable to the Parish Council

It was:

RESOLVED to tick 'Yes' for governance statement 1

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

RESOLVED to tick 'Yes' for governance statement 2

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

RESOLVED to tick 'Yes' for governance statement 3

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

RESOLVED to tick 'Yes' for governance statement 4

Proposed by **Cllr Hart**, seconded by **Cllr Wilson** – All in favour.

RESOLVED to tick 'Yes' for governance statement 5

Proposed by **Cllr Kilmurray**, seconded by **Cllr Barnes** – All in favour.

RESOLVED to tick 'Yes' for governance statement 6

Proposed by **Cllr Barnes**, seconded by **Cllr Cowley** – All in favour.

RESOLVED to tick 'Yes' for governance statement 7

Proposed by **Cllr Travis**, seconded by **Cllr Wilson** – All in favour.

RESOLVED to tick 'Yes' for governance statement 8

Proposed by **Cllr Barnes**, seconded by **Cllr Kilmurray** – All in favour.

PC020/19 Annual Governance and Accountability Return 2018/2019: To consider signing the Accounting Statements 2018/2019.

The Responsible Financial Officer presented the accounting statements and reported the figures were correct.

It was:

RESOLVED that the Parish Chair duly sign section 2 of the AGAR

Proposed by **Cllr Kilmurray**, seconded by **Cllr Cowley** – All in favour.

PC021/19 Policies:

a) To receive an update on the Policy Review Schedule

The review schedule was *noted*

b) To Consider a Draft Bee Keeping Policy.

It was

RESOLVED to adopt the policy.

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

PC022/19 HR Matters: To receive any updates and consider actions

The Chair of the HR panel noted there were currently no policies under review and that the Panel were pleased with overall progress so far.

PC023/19 To note the date of next meeting: 24th June 2019

The Chair closed the meeting at 20:30