

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 13 January 2020 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), Barnes, Hart, Kent, Kilmurray, Travis, Wilson

Absent: None

In attendance: Simon Crocker – Parish Clerk, Gabrielle van Poortvliet - RFO, and 3 members of the public.

PC114/19 To receive and approve apologies for absence

Apologies were received from Cllr Buxton. Acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved.

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

PC115/19 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

Cllrs Kilmurray and Travis declared a disclosable pecuniary interest in respect of agenda item PC121/19 as Hub directors.

Cllr Cowley declared a non-statutory interest in respect of agenda item PC126/19 b) as a family member is on the PTFA.

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

Cllrs Kilmurray and Travis had applied for dispensation in respect of agenda item PC121/91.

c) To grant any requests for dispensation as appropriate

The Parish Clerk reported dispensations had been granted to Cllrs Kilmurray and Travis in respect of agenda item PC121/19 to take part in discussions but not to vote.

PC116/19 Chair's Announcements – For information only.

The Parish Chair reported he would be meeting with the manager of Littlehands nursery regarding outstanding maintenance issues.

PC117/19 To approve the minutes of the Parish Council Meeting held on 25 November 2019

It was:

RESOLVED that the minutes of the Council meeting held on 25 November 2019 be approved as a correct record and duly signed by the Chair.

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

PC118/19 To report back on the minutes of the Parish Council Meeting 25 November 2019

The Parish Clerk reported that the Community Grant funding awards made at the Full Council meeting on 25th November 2019 (Agenda item PC102/19) had now been paid.

PC119/19 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)

A member of the public queried when the Memorial stone currently located at 83 High St would be moved to New Road cemetery. The Parish Clerk reported that it was expected the stone would be moved in the first quarter of 2020.

PC120/19 To consider setting the precept for financial year 2020/2021

The Chair of the Finance & Good Governance Committee introduced the item and reported that the draft budget had been produced and scrutinised by the committee at its meeting held on 16th December 2019. Highlights are a proposed precept of £267,870 representing a band D equivalent of £136.62. This represents a 3.97% (£5.22 per annum) increase.

A member queried what the financial reserves position was, and would be. The finance Committee chair reported that it was predicted that financial reserves in March 2020 would equate to 5.1 months of expenditure, rising to 5.9 months against a target of 6 months by March 2021.

It was:

RESOLVED to request a precept of **Two hundred and sixty-seven thousand, eight hundred and seventy pounds** for financial year 2020/2021

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

PC121/19 To consider uses of S106 monies

A proposal for using S106 monies on Hub expansion projects was considered. Cllrs Travis and Kilmurray answered questions before leaving the meeting prior to a vote. The proposal consists of two phases of expansion, with phase one (in two parts) concerned with expansion of the kitchen area and associated storage facilities. Cllrs Travis and Kilmurray answered members' queries before leaving the meeting prior to a vote.

Cllrs Travis and Kilmurray left the meeting

It was:

RESOLVED to approve the proposed S106 expenditure on Phase 1A, Hub kitchen works, to a value of £17,474.

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

AND

RESOLVED to approve the proposed S106 expenditure on Phase 1B, Hub Storage, to a value of £12,568.

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

Cllrs Travis and Kilmurray re-joined the meeting

PC122/19 To consider a combined report from District and County Councillors for Melbourn

A combined report had been previously circulated and was **noted**. County Cllr van de Ven and district Cllrs Hales and Hart had all sent apologies due to prior commitments.

PC123/19 Melbourn Timebank: To receive a progress update and any requests for expenditure of Timebank Income

The report was **noted**.

PC124/19 Planning Matters:

a) To consider registering land in Back Lane as an asset of community value

The Chair of the planning committee introduced the item and invited members to consider applying for open space in Back Lane to be registered as an asset of community value.

It was:

RESOLVED to apply to register open space in Back Lane as an asset of community value.

Proposed by Cllr Hart, seconded by Cllr Cowley – In Favour: Cllrs Clark, Hart, Kilmurray, Cowley, Travis, Barnes and Wilson. Against: Cllr Kent

b) To consider any updates on the emerging local plan

It was **noted** that the consultation website for the Greater Cambridge Local Plan (<https://www.greatercambridgeplanning.org>) was now live. Consultation on the first stage lasts until February 24th 2020.

PC125/19 Finance Matters:

a) To receive and consider the monthly finance report

The report was **noted**.

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

It was:

RESOLVED that the monthly transaction list for December 2019 be received and approved

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

c) To consider a recommendation from the RFO to transfer £115k to a deposit account

It was:

RESOLVED to transfer £115k to the Council's deposit account.

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

d) To consider an approved signatory list for financial matters

The Parish Clerk reported the list was necessary for the purposes of opening investment accounts.

It was:

RESOLVED to produce the approved signatory list

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

Cllrs Travis and Kilmurray left the meeting

e) To consider approving payment of the PC Hub licence fee.

It was:

RESOLVED to pay the Hub Licence fee of £12,775.

Proposed by Cllr Barnes, seconded by Cllr Cowley – All in Favour.

Cllrs Travis and Kilmurray re-joined the meeting

f) To consider approving payment for a traffic survey

It was:

RESOLVED to approve payment of £1000 for the Traffic Survey being undertaken by the Melbourn Futures Working Party

Proposed by Cllr Cowley, seconded by Cllr Travis – All in Favour.

PC126/19 Governance Matters:

a) To consider renewing membership of Cambridgeshire ACRE

It was:

RESOLVED to renew membership with Cambridgeshire ACRE for the forthcoming year at a cost of £57.00

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

b) To consider a request from Melbourn Primary PTFA on this year's Fireworks Display

The Parish Clerk reported that the Primary School PTFA were looking for an alternative venue for the 2020 Fireworks display due to the usual venue being unavailable because of construction. An onsite meeting had been held to discuss the viability of using either the old or new recreation grounds, and a risk assessment conducted by the display provider would be needed. Once received the item will come back to a future meeting.

The report was **noted**.

c) To consider a report from the Parish chairman on a speed awareness initiative.

The Parish Chair reported on plans to run a speed awareness initiative in conjunction with the Primary School and the local PCSO. Funding of £300.00 was requested. The Parish Clerk reported that the legal powers that enabled the initiative were the Local Government and Rating act 1997 section 31, and the Local Government act 1972 section 137.

It was:

RESOLVED to ring-fence £300 for the initiative

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

d) To consider an environmental policy

It was:

RESOLVED to adopt the policy.

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

PC127/19 Correspondence: Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

None.

PC128/19 Risk Assessments: To consider any new or updated risk assessments

The Chair of the HR Panel reported work was progressing on updating the lone working policy.

ACTION: Parish Clerk to conduct lone working interviews with staff.

PC129/19 Health & Safety: To consider any updates

This item was included in agenda item PC128/19

PC130/19 HR Matters: To receive and consider any updates from the HR panel

The Chair of the HR Panel reported that a review of financial policies and reporting procedures was underway and a position paper would be presented at next meeting.

PC131/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

A member queried if Melbourn Needed a foodbank. It was suggested consultation with the timebank co-ordinator could be a next step.

PC132/19 To note date of next meeting: 24 February 2020

The Chair closed the meeting at 21:10