

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 23 September 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), Hart, Buxton, Barnes, Wilson, Kent

Absent: None.

In attendance: Mr Simon Crocker – Parish Clerk, Cath Sharman – Timebank co-ordinator, District Cllr Hales, District Cllr Hart, County Cllr van de Ven and Twelve members of the public.

PC059/19 To receive and approve apologies for absence

Apologies were received from Cllrs Travis and Kilmurray, acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved

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

PC060/19 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.

There were no declarations of interest and no requests for dispensation.

The Chair varied the order of business and dealt with items PC062, PC063, PC061 and PC068 next.

PC062/19 Melbourn Village College: To receive a presentation from The Village College prefects.

Head pupils and Assistant Principal John Barnes were in attendance for this item

The pupils presented to Council and outlined proposals for a programme aimed at reducing the use of single-use plastics and the provision of more water fountains and reusable drinking bottles. It was reported that the initiative had potential to be of benefit to the wider community due to the number and nature of extra-curricular activities taking place at the college.

It was further reported that costings and logistics were being investigated with a view to making an application to South Cambs District Council's new Zero Carbon Communities Grant Scheme. District Cllr Hales reported the grant application could be looked upon more favourably if support from the Parish Council were forthcoming.

The Chair and Councillors thanked the pupils for their presentation.

PC063/19 Melbourn Timebank: To consider a six month progress review

The Timebank co-ordinator presented a 6-month progress report (attached herewith). Numbers show growth in both individual and organisational members, with a total of 492 hours exchanged since March 2019.

The co-ordinator further reported on plans for the future which include a stall at Royston Market, work with the Melbourn Futures Working Party to deliver new welcome packs, and work with the new Care home (Melbourn Springs).

The chair thanked the co-ordinator for the report.

Signed:..... Dated:..28/10/2019.....

PC061/19 Co-option: To consider an application to be co-opted to the Parish Council

There was one application to be co-opted to the Parish Council from Mrs C Kent. The Parish Clerk confirmed the application met the eligibility criteria to be elected to local government office. The candidate answered questions from members prior to voting.

It was:

RESOLVED that Mrs C Kent be co-opted to Melbourn Parish Council

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

Cllr Kent signed the declaration of acceptance of office and took her place at the Council table.

PC068/19 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 delegation of young people spoke to the Council and requested consideration is given to the provision of a skate park. 18 letters of support written by young people were handed to the Council.

The Chair thanked the young people for their attendance and explained that a number of potential S106 agreements contained provision for a new skate facility, and this is something the Council would look at closely. It was also pointed out that these things could take time, and were dependent on funds being received from developers.

The Chair re-imposed standing orders**PC064/19 Melbourn Post Office:** To consider an update

A report from The Post Office (attached herewith) was considered. The Post Office in Melbourn would be closing on October 1st 2019. Post office are currently seeking a replacement postmaster and also attempting to open a temporary outreach service in the village, however the latter would be dependent on finding a postmaster, and a premises from which the service could be run. A member suggested the Parish Council should keep trying to support both initiatives.

Council and staff wished to note their thanks to the outgoing postmaster for his service to the village.

The report was **noted**.

PC065/19 Chair's Announcements – For information only.

The Chair made the following announcements.

1. Cllrs are requested that if they need to send apologies for a meeting, to do so in writing.
2. The chair is in discussions with the Primary School regarding the possibility of a collaborative Community Speedwatch initiative.
3. There will be a public meeting next year to discuss the best use of forthcoming S106 monies.

PC066/19 To approve the minutes of the Parish Council Meeting held on 29 July 2019

It was:

RESOLVED that the minutes of the Council meeting held on 29th July 2019 be approved as a correct record and duly signed by the Chair.

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

PC067/19 To report back on the minutes of the Parish Council Meeting 29 July 2019

There were no actions to report

PC069/19 To receive the Clerk's Report.

A report on the major activities of the Parish Clerk was circulated and **noted**.

PC070/19 To receive a combined report from District and County Councillors for Melbourn

A combined District and County Cllr report had been circulated (attached herewith). Questions were invited.

County Cllr van de Ven further reported that following complaints from residents regarding noise from the A10 after surface dressing work had been carried out 18 months ago, noise levels had been assessed by traffic consultants and further inspection is scheduled for March next year. Possible options included a new surface dressing or a new permanent material

The report was noted.

PC071/19 Correspondence: Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

There was no correspondence to report.

PC072/19 Governance Matters:

a) To receive and consider the external auditor's report

The external auditor report was considered (attached herewith). It was noted the Parish Council had been awarded an unqualified audit for a second consecutive year. The report was ***noted.***

b) To consider a risk assessment based updated terms & conditions for the Hire of Melbourn Pavilion

An updated terms and conditions, noting the need for compliance with food safety regulations, and the requirement that no food or drink be stored in the pavilion when not in use, was considered.

It was:

RESOLVED that the terms and conditions be adopted.

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

PC073/19 Finance Matters:

a) To receive and consider the monthly finance report

The finance report was ***noted.***

b) To receive and consider the approvals list for August and September 2019

The approvals lists were considered.

It was:

RESOLVED that the monthly transaction lists for August and September 2019 be received and approved.

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

c) To consider renewing the Parish Council's insurance provision

The quotation for insurance renewal was considered. It was noted that the Parish Council are in year two of a three year agreement. A member queried an apparent incorrect postal address on two of the Parish Council's properties.

It was:

RESOLVED to accept the quotation from Came & Co of £7,322.41 for insurance renewal, subject to clarification on postal addresses.

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

d) To consider a report on maintenance committee expenditure

The Parish Clerk reported that the terms of reference for the maintenance committee stipulated that any expenditure incurred by the committee that exceeded budget must be ratified by Full Council. There was one item of expenditure that had exceeded budget which was essential repairs to the heating system in the Community Pavilion.

It was:

RESOLVED that the spend of £850 on repairs to the Pavilion heating be ratified.

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

e) To consider investing into the public sector deposit fund

It was:

RESOLVED to invest £25,000 of S106 funds into the public sector deposit fund.

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

f) To consider investing into the Nationwide building society

It was:

RESOLVED to invest £83,000 of S106 funds into the Nationwide Building Society 45 day saver account.

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

PC074/19 HR Matters:

a) To consider an updated service agreement for a Pavilion Cleaner

The service agreement was considered. The Parish Clerk reported that it should be made clear the agreement was a contract for a service provider rather than an employment contract.

It was:

RESOLVED that Assistant Clerk would re-draft the agreement to make the above point clear

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

b) To consider an updated Health & Safety Policy

An updated Health & Safety Policy was considered. It was also suggested that Health & safety and Risk assessments should be standing agenda items.

It was:

RESOLVED that the updated policy be adopted and Health, Safety & Risk assessments become a new standing agenda item

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

c) To receive and consider any other updates from the HR panel

The Chair of HR reported that updated risk assessments would be presented for consideration at the next meeting.

PC075/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

MOVE: that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) act 1960, and by reason of the confidential nature of the business, the Press and Public be excluded from the meeting.

It was:

RESOLVED to go In-Camera and exclude the press and public

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

PC076/19 To consider a report on staffing matters.

It was:

RESOLVED that the Timebank co-ordinator's probationary period is successfully completed.

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

PC077/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

MOVE: that the confidential business having been concluded, the Press and Public be re-admitted.

It was:

RESOLVED to end the closed session and re-admit the press and public

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

PC078/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

A member queried if the roadside signs advertising the kebab van were placed with permission.

ACTION Parish Clerk to investigate with South Cambs District Council if the advertising signs had permission and report back at next meeting.

PC079/19 To note date of next meeting: 28 October 2019

The Chair closed the meeting at 21:17