

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 February 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, Buxton, Hart, Kent, Kilmurray, Travis, Wilson
Absent: None

In attendance: Simon Crocker – Parish Clerk, County Cllr Van de ven, District Cllr Hales, District Cllr Hart and 2 members of the public.

PC133/19 To receive and approve apologies for absence

There were no apologies

PC134/19 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
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

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

PC135/19 Chair's Announcements – For information only.

The Chair reported a meeting with Littlehands Nursery had taken place and a programme of works agreed.

PC136/19 To approve the minutes of the Parish Council Meeting held on 13 January 2020

A member pointed out repetition in agenda item PC121/19 and suggested an unnecessary sentence be removed. A member pointed out a discrepancy in agenda item PC131/19 and suggested a re-wording to reflect the fact that the query was – should the PC take up the slack following the closure of the Royston Foodbank.

It was:

RESOLVED that the minutes of the Council meeting held on 13 January, as amended, be approved as a correct record and duly signed by the Chair.

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

PC137/19 To report back on the minutes of the Parish Council Meeting 13 January 2020

There were no actions to report.

PC138/19 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)

There were no questions or comments from the members of the public present.

PC139/19 To consider a combined report from District and County Councillors for Melbourn

A combined report had previously been circulated. County Cllr Van de ven further reported that following the announcement of the preferred East West rail route there was still uncertainty over the final route and Parishes would be impacted.

The district Cllrs for Melbourn reported that following a recent appeal decision on the 5-year plan, the allocation had been revised downwards to 5.07 years. It was further

reported that the district Councils' precept would increase by £5.00 year on year for a band D dwelling.

The report was *noted*.

PC140/19 To consider correspondence from the S106 officer

Correspondence from the S106 officer offered the Parish Council the opportunity to vary two S106 agreements following planning applications to vary conditions. It was suggested a pump track may be a welcome addition to the village

It was:

RESOLVED to request a variation in wording from 'Skate Park' To 'Outdoor Activities for Young People'.

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

PC141/19 To consider a proposal to provide a commemorative bench

The Parish Clerk proposed the installation of a circular tree bench at Stockbridge Meadows to commemorate the passing of the late Cllr Gatward, to be paid for from S106 money. Members greeted the idea with enthusiasm.

ACTION: Parish Clerk to progress the project and report back to a future meeting

PC142/19 Melbourn Timebank: To receive a progress update and any requests for expenditure of Timebank Income

A report had been previously circulated. It was noted the timebank was close to 1000 hours of exchanges. The Parish Clerk reported the Timebank co-ordinator would be in attendance at the annual meeting.

The report was *noted*

PC143/19 To consider having a Parish Council presence at Fete 2020

It was:

RESOLVED to have a Parish Council stall at the Fete.

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

ACTION: Cllrs to produce an attendance rota.

PC144/19 Governance Matters:

a) To consider a draft calendar of meetings for the forthcoming civic year

This item was deferred pending a decision on whether to change the day of Maintenance Committee meetings.

b) To consider appointing Cllr Kent to the Planning Committee

It was:

RESOLVED to appoint Cllr Kent to the Planning Committee

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

c) To consider a report from the Planning Committee on the Greater Cambridge Local Plan Consultation.

The Parish Clerk reported that the Parish Council's response to the issues & options consultation had been submitted prior to the deadline.

PC145/19 Finance Matters:

a) To receive and consider the monthly finance report

The report was *noted*.

b) To receive and consider the approvals lists for January and February 2020

It was:

RESOLVED that the monthly transaction lists for January and February 2020 be received and approved

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

c) To consider a report from the Maintenance Committee on Grass Cutting Spend

The Parish Clerk reported that an overspend on village maintenance (extra grass cutting due to unseasonably mild winters) would be incurred. Additionally, there works to trees required in the village that should be undertaken before nesting season commences.

It was:

RESOLVED to use contingency funds for works to trees (approx. £850.00)

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

AND

RESOLVED to receive and approve the notification of grass cutting overspend

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

PC146/19 Risk Assessments: To consider any new or updated risk assessments

a) To receive a risk assessment for relocation the 83 High St memorial stone

The Parish Clerk reported the risk assessment was in production, and was waiting on answers to technical questions from Stone Masons.

The report was *noted*

PC147/19 Health & Safety: To consider any updates

The Parish Clerk reported the results of a lone working survey were nearly complete and would be available for consideration at the next meeting.

PC148/19 HR Matters:

a) To consider a position paper on Clerk & RFO reporting

It was:

RESOLVED to adopt the policy

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

ACTION: HR Panel to review and revise Terms of Reference for next meeting.

b) To consider a report on standardising salary payments

This item was deferred pending further discussions with the RFO.

PC149/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

None.

PC150/19 To note date of next meeting: 23 March 2020

The Chair closed the meeting at 20:45