

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 24 June 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, Buxton, Wilson, Barnes

**Absent:** None.

**In attendance:** Mr Simon Crocker – Parish Clerk, District Cllr Hales, District Cllr Hart, County Cllr Van de Ven, and five members of the public.

**PC024/19 To receive and approve apologies for absence**

Apologies were received from Cllr Hart, acceptable reasons had been given.

It was:

**RESOLVED** that the apologies be received and approved

*Proposed by Cllr Barnes, seconded by Cllr Buxton – All in favour*

**PC025/19 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.***

Cllrs Travis and Kilmurray declared disclosable pecuniary interests in agenda items PC036/19 a) & b) as directors of The Hub. The Parish Clerk reported dispensations had been issued to both Cllrs in respect of agenda item PC036/19 a).

**PC026/19 Chair's Announcements – For information only.**

There were no announcements.

**PC027/19 To approve the minutes of the Annual Parish Council Meeting 20 May 2019**

It was:

**RESOLVED** that the minutes of the Annual Council Meeting held on 20<sup>th</sup> May 2019 be approved as a correct record and duly signed by the Chair.

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

**PC028/19 To report back on the minutes of the Annual Parish Council Meeting 20 May 2019**

There were no actions to report

**PC029/19 To receive a presentation from Head Pupils at Melbourn Village College**

This item was deferred until September 2019

**PC030/19 To receive the Clerk's Report.**

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

**PC031/19 To receive a combined report from District and County Councillors for Melbourn**

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

A member queried, with regard to the forthcoming Melbourn Greenways consultation for a dedicated cycle route between Trumpington and Royston if electric cycles would be permitted to use the A10 cycle route. County Cllr Van de Ven reported that electric cycles with a power output not exceeding 250W would be able to.

A member queried if there would be financial provision for the extension of the platform at Meldreth Train Station. County Cllr Van de Ven reported that Meldreth only gets 8-Carriage trains but concern had been raised about the length of the platforms and the possibility of an extension was being discussed.

A member queried if there were any plans to put a track level crossing at Meldreth. County Cllr Van de Ven reported that Network Rail's policy was to introduce no more level crossings, and that a station needed approx. 1 million passengers a year to trigger funding for a lift. It was further reported that passengers could get a free taxi pick-up from the nearest accessible station.

The report was **noted**.

**PC032/19 Correspondence:** Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

### **1. Local Highways Improvement (LHI) Scheme**

Members discussed various opportunities for funding. Suggestions were made that the Futures Working Party could look at the issue in more detail.

District Cllr Hales reported that the pedestrian crossing outside the Community hub was in need of maintenance, and that a sum of money had been included in the initial LHI award for that purpose. It was requested that the Parish Council write to Highways and request a copy of the initial agreement.

It was:

**RESOLVED** that the Futures Working party be requested to examine possibilities for an LHI application

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

**AND**

**RESOLVED** that the Parish Council write to County Highways and request a copy of the agreement in respect of the pedestrian crossing outside the Hub.

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

### **2. Thameslink Railway Funds.**

As reported under agenda item PC031/19, there is £80k each for Meldreth, Shepreth and Foxton Railway stations. The Meldreth, Shepreth and Foxton Rail Users group had been requested to provide a submission for each station, and were requesting local views. County Cllr Van de Ven requested that views be sent to her individually.

The correspondence was **noted**.

**PC033/19 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***

Robert Eburne from Hopkins Homes was in attendance regarding agenda item PC038/19 a). The Chair invited Mr Eburne to attend the planning committee meeting scheduled for 8<sup>th</sup> July.

A member of the public queried why the memorial stone situated at 83 High St was not being offered to Cambourne when the results of the public consultation had revealed that was the most popular choice. The Chair reported that Cllr Wilson had offered to move the stone free of charge, a number of residents had expressed the view the stone should stay in the parish, and the consultation was not a vote. The chair thanked the member of public for their comments.

A member of the public pointed out that standing orders stipulated draft minutes should be published within 7 working days, and queried the segment of the auditors' report dealing with the dispensing of Data Protection Officer services, specifically, at which Parish Council meeting had the issue been raised and discussed. The Parish Clerk reported that the issue had been discussed at the February 2019 meeting, The member of the public also challenged the Council on the current deliberations with regard to financial reserves.

The Chair reported that deliberations were still ongoing and were an agenda item at this meeting, and thanked all members of the public for their comments.

***The Chair re-imposed standing orders***

**PC034/19 Governance Matters:**

**a) To consider an updated Terms of Reference for Timebank Steering Group.**

It was:

**RESOLVED** to adopt the terms of reference

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

**b) To receive and consider the internal audit report**

The annual internal audit report was considered. Council expressed thanks to the Parish Office Staff for the work put in leading up to a favourable audit.

It was:

**RESOLVED** to note and receive the report.

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

**c) To consider the appointment of an internal auditor going forwards**

Council discussed the ongoing relationship with Canalbs Ltd, the present auditor. General sentiment was that there is a good working relationship and the level of scrutiny applied is high. The Parish Clerk reported that he valued the auditor's capacity to adopt a supportive role as well as a critical one.

It was:

**RESOLVED** to appoint Canalbs Ltd as the Council's internal auditor for a further 12 months.

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

**d) To consider recommendations from the Finance & Good Governance Committee on the Parish Council's General Reserves Position**

Council discussed the general reserves strategy in light of guidance from JPAG, reports from the RFO and comments made by the Finance & Good governance Committee.

It was:

**RESOLVED** to continue building toward a 6-month general reserve fund.

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

**e) To consider the need for the appointment of a solicitor**

The Parish Clerk reported that a number of land transfers to the Parish Council were expected in the next 12 months, and advised the retention of a solicitor. The clerk further reported that it was usual for the developers to pay the Council's legal costs with respect to land transfers.

It was:

**RESOLVED** to obtain quotes for 2-3 options and present to a future meeting.

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

**f) To consider an updated Pavilion Risk Assessment**

This item was delegated to the Maintenance Committee

**PC035/19 Finance Matters:**

**a) To receive and consider the Monthly Finance Report.**

It was:

**RESOLVED** to receive the monthly finance report

*Proposed by Cllr Travis, seconded by Cllr Kilmurray*

**b) To receive and consider the Approvals Lists for June 2019**

It was:

**RESOLVED** that the monthly transactions list for June 2019 be received and approved.

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

**PC036/19 Hub Matters:**

**a) To consider the need to undertake a Legionella Risk Assessment**

It was:

**RESOLVED** to accept a quote from 4i Water Services for up to £620.00 for a Legionella Risk Assessment.

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

**b) To consider a mid-year status report and request for 2019 Grant Approval**

***Cllrs Travis and Kilmurray left the meeting***

It was:

**RESOLVED** to receive the report and approve the annual grant payment of £15,000.00

*Proposed by Cllr Wilson, seconded by Cllr Buxton – All in favour*

***Cllrs Travis and Kilmurray re-joined the meeting***

**PC037/19 HR Matters:**

**a) To receive a progress report on Staff Appraisals**

It was reported that the Parish Clerk's appraisal had now been completed and all other staff appraisals were scheduled for the coming weeks.

The report was ***noted***.

**b) To consider Hosting a Councillor Training Program**

The Parish Clerk reported that there were a variety of in-house Cllr training programmes offered by CAPALC, and suggested the possibility of hosting them in Melbourn and inviting neighbouring Parish Council's to send delegates at a reasonable cost. Council Expressed a preference for day-long training sessions to be held on a Saturday.

It was:

**RESOLVED** that the Parish Clerk would explore options and report back to a future meeting.

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

**PC038/19 Planning Matters:**

- a) [S/1824/19/DC](#) - Discharge of condition 9 (foul sewage capacity) of planning permission S/2791/14/OL for outline planning application (including approval of access) for residential development of up to 199 dwellings plus a care home of up to 75 beds, new vehicular and pedestrian accesses from New Road, public open space and a landscape buffer - Land to the east of New Road, New Road, Melbourn, SG8 6BY.

***For – Mrs Sharon Levell. Hopkins Homes***

This item was delegated to the Planning Committee meeting scheduled for 8<sup>th</sup> July 2019

**PC039/19 Councillors' reports – For information only.** To consider items from Councillors – to be added to a future agenda if necessary

The Chair invited members to write to the Parish Clerk with any issues needing to be raised.

**PC040/19 To note date of next meeting: 29 July 2019**

The Chair closed the meeting at 20:57