

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 29 July 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, Kilmurray, Travis, Buxton, Wilson,

Absent: None.

In attendance: Mr Simon Crocker – Parish Clerk, District Cllr Hales, and two members of the public.

PC041/19 To receive and approve apologies for absence

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

It was:

RESOLVED that the apologies be received and approved

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

PC042/19 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 item PC054/19 as directors of the Hub. There were no requests for dispensations.

PC043/19 Chair's Announcements – For information only.

The Chair made the following announcements:

Following a spate of anti-social behaviour in the village, meetings have been held with the head teachers of both schools. Further meetings are planned for September.

The Community showcase was a great success and the Parish Council had a presence there. 12 co-option packs were handed out.

The Community awards announced at the Annual Parish Meeting are now ready for collection.

PC044/19 To approve the minutes of the Parish Council Meeting held on 24 June 2019

It was:

RESOLVED that the minutes of the Council meeting held on 24th June 2019 be approved as a correct record and duly signed by the Chair.

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

PC045/19 To report back on the minutes of the Parish Council Meeting 24 June 2019

The Parish Clerk reported that the letters to local businesses re anti-social parking and rat-running agreed under agenda item PC032/19 had been sent.

PC046/19 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 comments or questions from the public.

PC047/19 Melbourn Timebank: To receive a progress update

A monthly report was circulated (attached herewith). Members noted the membership and exchange numbers were encouraging, and expressed thanks to the Timebank co-

ordinator. A member asked about the procedure for monitoring qualitative success. The Parish Clerk suggested the Timebank co-ordinator attend the September Full Council meeting as it would also mark 6 months since the post was created.

ACTION: Timebank co-ordinator to be in attendance at the September Full Council meeting currently scheduled for 23rd September 2019.

The report was *noted*.

- PC048/19 Melbourn Greenways Consultation:** To consider a Parish Council response
- Members reviewed the consultation questionnaire and recommended responses document. Concerns were raised regarding the proposed cycle route on London Way. It was suggested the proximity of HGV's and the potential for high speeds may lead to an unsafe scenario. Members were in general agreement that alongside Royston Road would be a better and more viable route.

It was:

RESOLVED to write and submit a qualifying letter of support.

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

- PC049/19 Parish Council Maintenance Committee:** To consider a report on village maintenance 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, and one further item of expenditure that had the potential to exceed budget by the end of the financial year.

1. Asbestos Removal: A large quantity of asbestos had been discovered at the allotments. The maintenance committee were of the opinion that this presented a health and safety issue and resolved to remove the material at a cost of £2,110, resulting in an overspend.

2. Grass cutting contract: Following the maintenance committee's decision not to renew the contract in June of this year the contract was awarded to the second place bidder for the remainder of the financial year. If growing conditions persist, there could be an overspend compared to budget by the end of the financial year.

It was:

RESOLVED to note and ratify the decisions of the maintenance committee.

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

- PC050/19 To receive the Clerk's Report.**

As the Parish Clerk had been on leave there was no report.

- PC051/19 To receive a combined report from District and County Councillors for Melbourn**
District Cllr J Hales was in attendance for this item. County Cllr Van de Ven had sent apologies

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

A member queried who had asked for the road safety assessment at New Road. It was reported that the County Council could answer this question. A member queried the reason for the change in times of the monthly advice surgery. It was reported that the 'drop in anytime' approach better suited the ward residents.

The report was *noted*.

- PC052/19 Correspondence:** Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

1. MAGPAS Air ambulance funding request.

The Correspondence was noted and an action generated.

ACTION: Parish Office to respond and inform MAGPAS of the grant application procedure and policy.

2. Utility Aid.

The Parish Clerk reported that as the County Council were withdrawing administrative support for the payment of streetlight energy bills, Parish Councils would have to manage this area themselves.

It was:

RESOLVED to request South Cambs District Council to take ownership of certain lighting columns and consider instructing Utility Aid to act as energy brokers on behalf of the Parish Council.

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

PC053/19 Finance Matters:

a) To receive and consider the Monthly Finance Report.

It was:

RESOLVED to receive the monthly finance report

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

b) To receive and consider the Approvals Lists for July 2019

The monthly approvals list was considered. The Chair reported the pre-paid debit card items were necessary to resolve IT issues in the office and had been authorised by him.

It was:

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

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

c) To consider the use of S106 monies on the repair / replacement of Stockbridge Meadows Boardwalk

An accompanying report was considered. The Parish Clerk reported that conversations with the S106 officer at South Cambs District Council had indicated the refurbishment or replacement of the Boardwalk at Stockbridge meadows was a project suitable to be financed, in part, by S106 monies received from the development of 64 new dwellings at New Road.

It was:

RESOLVED to ring-fence £20,000 of S106 money for the project, with any further funds needed coming from grant applications.

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

PC054/19 Hub Matters: To consider quotations for external redecorating

Cllrs Travis and Kilmurray left the meeting

It was:

RESOLVED to accept a quote from PAA maintenance for £4,216.24 for external redecorating.

Proposed by Cllr Hart, seconded by Cllr Buxton. In Favour – Cllrs Clark, Wilson, Hart, Buxton. Against – Cllr Cowley.

Cllrs Travis and Kilmurray re-joined the meeting

PC055/19 Governance Matters:

a) To consider a progress update on the recruitment of a voluntary tree officer

The Parish Clerk reported a volunteer Tree Officer had been recruited following a recruitment drive, and requested delegated authority to spend £100 on training. The Clerk further reported a large branch had fallen from a tree in All Saints Churchyard, and requested delegated authority to have all trees in the churchyard added to the schedule of works for a forthcoming tree inspection.

It was:

RESOLVED to approve the training and tree inspection requests.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray – All in favour

PC056/19 HR Matters: To receive and consider updates from the HR Panel

The Chair of the HR Panel reported that current focus was on updating the Health & Safety policy and associated risk assessments. Work would continue throughout August and the documents would come to a future meeting for ratification. The Parish Clerk reported that work on Staff Appraisals was continuing and expected to be complete by the end of August.

The report was *noted*.

PC057/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

The Chair invited members to send in issues by email.

PC058/19 To note date of next meeting: 23 September 2019

The Chair closed the meeting at 20:48

Time Bank Report dated 26/07/2019

Totals 01/01/2019 to 26/07/2019		18/05/2019 to 26/07/2019	
Individual members	33	Pipeline - Individual members	30
Organisational members	5	Pipeline - Organisational members	2
		Conversion	6
No. of exchanges	103	No. of exchanges	52
Time exchanged	411 hrs	Time exchanged	170.5hrs

Social Media 26/06/2019 to 23/07/2019 (only 1 month available)

- Facebook stats
 - Followers 81
 - Post reach 1,234

Update for the period 18/05/2019 to 26/07/2019

Timebank activities

- Member events
 - Coffee mornings continue at the Hub/Moorlands Court, attendance regularly >10
 - Art and Craft Club continues, every other Weds 1.30-4.30pm in the Pavilion
 - Showcase was a great success, an excellent village event, several new enquiries received
 - First games night taking place Monday 29th July at the Black Horse, 7.30pm
- Future plans
 - Meeting to be arranged with Melbourn Primary School PTFA in September
 - GP surgery contacted with a view to social prescribing the Timebank

Administrative tasks

- Weekly member bulletin commenced
- Application Forms and Members' Handbook adopted
- Steering Group TOR adopted 24 June 2019
- Regular Social Media posts to increase reach and engagement
- Articles submitted to Melbourn magazine and Meldreth Matters

Report from District Councillors Philippa Hart, Jose Hales and County Councillor Susan van de Ven

Beechwood Avenue and short-cutting: Lately Susan has received an increase in contact from residents of Beechwood Avenue and surrounding roads, on account of short-cutting especially to and from the Melbourn Industrial Site. There's further concern about potential traffic patterns to and from the new housing developments off New Road, adding to pressure along what is a residential road, unfit to serve as a main throughway. This is a well-known problem but a tipping point appears to have been reached, and I've passed on to the Melbourn Futures Group, of which I'm a member, my view that some kind of radical step is needed in order to protect what is a residential street not designed for commercial traffic. Advice will be needed from Highways but at the same time, it will be important to understand what level of intervention local residents would be prepared for

Orchard Road/New Road/Mortlock Street Junction: A road safety assessment has been requested and now carried out by the County Road Safety team. The results will be reported back to the Primary School in September.

New Road/A505 junction: There's no news on any potential intervention here, where there's a particular concern for right turning out of New Road. I will take this off my parish reports, but I know it's on the Melbourn Futures Agenda.

Melbourn Practical Solutions Group: Our once-per-term meeting at Melbourn Village College in July offered parish, district and county councilors the chance to meet MVC's new Head Girl and Head Boy, and to hear their ideas and priorities for the college and community next school year. We look forward to their visit to Melbourn Parish Council to hear more, in particular their ideas for the natural environment. Please can we put the September PC meeting in the diary as a definite date.

Station waiting room re-decorated: Thanks to gentle pressure exerted from Melbourn Science Park, and to GTR for prioritizing Meldreth to get the job done.

Blue Plaque Scheme: South Cambs has just launched this scheme which has been running in Cambridge since 2001. The first plaque was unveiled yesterday at Girton College to honour its two principal founders, Barbara Bodichon and Emily Davies, who were pioneers in providing education at degree level for women in this country. South Cambridgeshire residents are now being encouraged to nominate a person or event for commemoration. See www.scambs.gov.uk/blueplaques for further details and the nomination criteria.

NHS cuts and ending or decommissioning of services: In addition to its own responsibility for commissioning Public Health services, the County Council has a statutory duty to scrutinize the consultation process that accompanies any significant NHS service change.

Unprecedented Cambridgeshire NHS savings targets are forcing what are called 'difficult decisions' that look set to see the end of financial support a number of voluntary sector services, as well as some NHS services. Local NHS services are commissioned by the Cambs/Peterborough Clinical Commissioning Group (CCG). The population area includes 950,000 people and is one of the largest CCGs in the country. But our CCG is the third lowest nationally in terms of funding. Its unique pressures include a rapidly growing population that is not calculated into its funding formula.

The CCG is required to 'consult' on its proposed service changes resulting from these funding pressures, so we'll be hearing more about this in September.

The CCG will also be reviewing its 2017 decision to pause Specialist Fertility Services, or IVF, and the recommendation will be that it does not reinstate service provision (as opposed to continuing suspension and reconsidering when financial position improves). Meanwhile Government which has not corrected the funding formula is strongly condemning those local authorities forced to cease IVF services.

Parking and Pavement Parking: Given that there have been complaints coming our way about pavement parking, we hope the following is helpful.

As of June, only 22 parking enforcement notices have been issued in South Cambridgeshire this year.

South Cambs has been under pressure from the Police and Crime Commissioner to agree a civil enforcement scheme for the district, but legislation makes this impossible, and responsibility for parking enforcement remains with the Police. This is because Council Tax cannot be used to fund such a scheme; rather, funds can only come from money earned from parking - car parks, fines, residents' parking schemes. However, there are no car parks and no residents' parking schemes in the South Cambs, so there's no appropriate revenue stream for a civil parking scheme.

The Police have reiterated that if regular offenders are reported to them three times, they will take action. This can of course be put to the test. On the subject of pavement parking there has been some discussion at government level about legislating but as things stand it is at the discretion of the Police whether they issue a penalty notice or not. The advice is that they will do so if the gap is not large enough for a wheelchair to pass through.

Reporting to the police: If you have access to the internet, you can report a crime on-line at <https://www.cambs.police.uk/report/Crime>. Or ring the Police for non-emergencies on 101. For emergencies, ring 999.

Planning department: The planning service at SCDC is merging with Cambridge City Council and is nearing the end of its transformation programme. The new shared planning is the first service area to receive the ICT hardware and telephony for the Council Anywhere Programme which will enable its staff to work between two offices but also out in the community. There is a national shortage of planners and areas of the planning department are running high vacancies: much is being done to recruit more planning officers but it has meant that some applications are failing to meet target deadlines and also that planning officers have not been as available to residents as they would like to be. Philippa is working hard with colleagues to improve the service.

Green to the Core - New initiatives at SCDC: Electric powered bin lorries? Some of you will have seen reports in the local media of the Waste Service (SCDC and City) investigating switching to electric powered bin lorries. The current fleet meets the highest environmental standards for diesel engines but the trucks only manage 4-6 miles to the gallon and the fleet of 50 bin lorries and 18 street sweeping vehicles costs around £46,000 every four weeks to fuel. The cost of their replacement by electric powered vehicles is high and the two councils are exploring how this might be best achieved.

Green energy initiatives - SCDC has pledged to generate 25% of its income from investments by the end of this administration. If we can do this and also tick our Green to the Core pledge then all the better. Green energy, be it battery storage, solar, EV charging points or others are all possible future investment opportunities for the Council. To this end, Philippa attended the Cleanpower and Smart Grids Conference in Cambridge earlier this week.

Our monthly surgery change:

We've decided to move our monthly 'Advice Surgery' at the Melbourn Hub to a 'Chat Anytime at the Hub' or wherever and whenever suits people best.

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 29th July 2019 (Full Council)

Agenda Item: PC052/19

Date of Report: 26/07/19

Schedule of Correspondence

	From	Subject
1.	Magpas Air Ambulance	Grant Funding
2.	Utility Aid	Streetlight Energy Bills

1. Hard Copy Correspondence dated 26th June 2019

See separate document.

2. Email correspondence received 23/07/19

Good Afternoon,

I understand that you may have been contacted recently by Cambridgeshire County Council and advised that the current process for your street lighting is changing and rather than being re-charged you will have the responsibility of taking this on yourselves.

Here at Utility Aid we are currently working with many of the Parish Councils going through this process with the full support of the Highways Department at the County Council and would like to make you aware of this and offer our support through the transition.

Currently there is only 1 MPAN for ALL parish councils to share in the name of Cambridgeshire County Council, the first part of the process is to get each Parish registered with their own MPAN from UK Power Networks so we can then go to market for best prices.

At Utility Aid we work closely with the Society of Local Councils Clerks so are skilled and experienced in dealing not just with unmetered supply but all utilities managed by Town & Parish Councils.

If you would like us to support you with this then please print the attached letter of authority, hand sign and date and scan and email back to me along with the inventory which has been provided to you by Michael Richards at Cambridgeshire County Council and we can help. Please rest assured this is without cost or obligation.

If you need any further help or have any queries or questions I am available on 01529 400715.

Kind Regards

Sarah Monteith

Head of Outbound Sales