

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 23 May 2022 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk*

**Present:** Cllrs Clark (Chair), Alexander, Barley, Barnes, Cowley, Davey, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RF0), District Cllr Hales, County Cllr van de Ven

### **PC018/22 To receive and approve apologies for absence**

Apologies were received from Cllrs Campbell and Hart with acceptable reasons provided.

It was:

RESOLVED to approve Cllrs Campbell and Hart's apologies for absence.

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

### **PC019/22 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

PC030/21a) Cllrs Kilmurray and Travis declared an interested in this item as Directors of the Hub Management Group. They were given dispensation to remain for the discussion but not to vote.

### **PC020/22 Chairs' Announcements – For information only**

Noted that a second MVAS camera has been purchased and will be installed on Cambridge Road. Data is being submitted regularly to the Speedwatch group at Cambridgeshire Constabulary.

### **PC021/22 To approve the minutes of the Annual Parish Council Meeting held on 10 May 2022**

The following comments were received:

- The meeting was in person not online (page 1)
- PC009/22 'Clerk to write to Josh Rutherford to thank *him* for his support'
- Cllr Davey expanded on her kind comment to the Clerk and Assistant to Clerk

It was:

RESOLVED that subject to the above corrections, the minutes of the Annual Parish Council Meeting held on 10 May 2022 be approved as an accurate record.

Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.

### **PC022/22 To report back on the minutes of the Annual Parish Council Meeting held on 10 May 2022**

PC009/22 A note of thanks has been sent to Josh Rutherford

### **PC023/22 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). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

**Chair amended the order of the agenda**

### **PC027/22 Annual Governance and Accountability Return 2021/2022**

- a) To consider Annual Governance Statements 1-9 in turn

It was:

RESOLVED to agree Annual Governance Statements 1-9 on the AGAR.  
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

- b) To consider approving that the Parish Chair and Parish Clerk sign the declaration

It was:

RESOLVED to approve signature of the declaration on the Annual Governance and Accountability Return 2021/22 by the Parish Chair and the Parish Clerk.  
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

**PC028/22 Annual Governance and Accountability Return 2021/2022:**

- a) To consider signing the Accounting Statements 2021/22

It was:

RESOLVED to approve signature of the Accounting Statements on the Annual Governance and Accountability Return 2021/22 by the Parish Chair.  
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

**PC024/22 To receive reports from the District and County Cllrs for Melbourn**

County Cllr van de Ven thanks Cllrs Cowley and Davey for taking part in a sponsored swim for Homestart and reported that c£700 had been raised.

Update on grants available including Household Support Fund. Noted that some Corona Virus support groups are now working with families in need.

LHI bid was successful – awaiting to hear from County Council for project start.

Noted that County Council funding may be available to fund 20mph schemes.

Green spaces map now available online – details to be shared.

Further information will be shared with regard to transport strategy.

Half hourly train services have resumed.

Noted that no money has been received from Central Government for improvements to bus services.

Thanks to all who helped on Meldreth Station. Also noted that cycle parking is now protected by CCTV.

Event to be held in Meldreth Church at 3pm on 24/5 for those hosting people from Ukraine. A member noted that people from Ukraine are welcome at All Saints in Melbourn as well.

District Cllr Hales reported that cabinet was discussing current cost of living crisis with a request that queries are directed to local Cllrs rather than SCDC officers.

A member queried how many Ukrainian families are currently in Melbourn. Noted information not currently available.

A member queried if a similar support scheme was in place for Afghan refugees. Noted this was not the case. It was noted that Community Rail Partnership had decided not to offer free travel to Ukrainian refugees as this benefit was not widely available to other groups in need.

**PC025/22 Governance:**

- a) To approve nominations for Chair and Vice Chair of Maintenance Committee (s4.d.v of SO)

It was:

RESOLVED to approve the nominations of Cllr Travis as Chair and Cllr Clark as Vice Chair of the Maintenance Committee.

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

- b) To consider approving reimbursing the Library for book purchases from s106 monies

It was:

RESOLVED to approve reimbursing the Library in the sum of £120.93 for book purchases from s106 monies.

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

- c) To receive any updates and consider actions

There was nothing further to discuss.

**PC026/22 Finance Matters:**

- a) To receive and consider the year end finance report and approval of ring-fenced reserves

It was:

RESOLVED to approve ring-fenced reserves to be carried forward.

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

- b) To receive and consider the finance reports for March and April 2022.

A member queried the duration of the Solar Farm Agreement (community benefit monies).  
Noted the Agreements were dated January 2015 with a duration of 20 years.

A member queried PWLB. It was explained that this was the Public Works Loan Board which provided low interest lending to local authorities.

The finance reports for March and April 2022 were received.

- c) To consider approving the approvals list for May 2022

It was:

RESOLVED to approve the approvals list for May 2022.

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

- d) To consider approving expenditure on defibrillator installation

It was:

RESOLVED to approve expenditure for electrical installation of the defibrillator at Orchard Surgery.

Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.

- e) To consider quotations for replacement computers for the parish office

It was:

RESOLVED to approve the quote from Lucid Systems for a replacement computer for the parish office in the sum of £653.95 + VAT including delivery, set up and installation.

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

- f) To receive any updates and consider actions

There was nothing further to discuss.

**PC029/22 To note the bank reconciliations for April 2022**

The bank reconciliations for April 2022 were noted.

**PC030/22 Community Hub**

- a) To consider a quotation for electrical work

A member queried if the electrical works were part of the recent Hub extension. Noted that the circuit under investigation was part of the original electrical works and had not been upgraded during the Hub extension.

It was:

RESOLVED to approve the quotation from Cores Electrical in the sum of £300 + VAT to carry out an inspection of the electrical circuits in the Hub kitchen.

Proposed by Cllr Barnes, seconded by Cllr Barley. In favour: Cllrs Alexander, Barley, Barnes, Clark, Cowley, Davey, Wilson. Abstain: Cllrs Kilmurray and Travis.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC031/22 Planning Matters:**

- a) To consider approving signature of an Indemnity in respect of Healthcare Contribution - 36 New Road

The meeting was updated as to how the healthcare contribution will be used to fund health related matters to be delivered by PCNs at the Hub. The services will be free at the point of delivery. Thanks was noted to all involved in setting this up. Also noted that this was a good example of s106 monies being used to directly benefit to the local community and that the

developer has indicated that they are fully supportive. Noted that this project is an exemplar of delivering healthcare to the community. Also noted that there is money available for health checks due to underspend during Covid. This project will help as it provides space not otherwise readily available.

It was:

RESOLVED to approve signature of the Indemnity in respect of Healthcare Contribution (36 New Road).

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

**b) To consider a request from Kingsway Golf relating to signage**

There was discussion as to the authority with responsibility for approving this signage. Noted that as A10 is no longer a truck road, responsible authority is County Highways. Noted that the signage is intended for the intersection of the A10 and Cambridge Road so is in Shepreth Parish. It was noted that Highways are disinclined to install excessive signage. A member suggested that any new brown Highways sign could include information on other facilities in Melbourn such as the Hub, Stockbridge Meadows.

**ACTIONS:**

- Clerk to write to Highways Authority to enquire if any proposed signage could include details of other facilities in Melbourn.

- Clerk to write to Kingsway Golf for more information on location of signage and to enquire if they would consider a combined sign with other information as noted above.

It was:

RESOLVED to support the request for additional signage subject to further information from both County Highways and Kingsway Golf on location and possibility of a combined sign.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. In favour: Cllrs Alexander, Barley, Barnes, Clark, Davey, Kilmurray, Travis, Wilson. Again: Cllr Cowley.

**PC032/22 To note the Cambridgeshire County Council Transport Strategy**

**ACTION:** County Cllr van de Ven to provide further information as to Combined Authority Transport Strategy.

**PC033/22 Maintenance Matters:**

**a) To receive any updates and consider actions.**

There was nothing to discuss.

**PC034/22 To receive an update from the Melbourn Play Park Working Party**

Awaiting a date for the pre-start meeting.

**PC035/22 To receive an update from the MAYD Joint Committee**

Noted that Youth Club has restarted. Attendance and activities to be monitored regularly. Ongoing work being carried out to identify other activities for young people in the area. Next MAYD Joint Committee meeting scheduled for Tuesday, 28 June 2022.

*[20:42 County Cllr van de Ven and District Cllr Hales left the meeting]*

**PC036/22 HR Matters:**

**a) To receive any updates and consider actions**

There was nothing to discuss.

**PC037/22 Melbourn Timebank**

**a) To receive the Timebank's monthly report for May**

Year end report from the Timebank Coordinator was received.

**PC038/22 Policies and Terms of Reference:**

**a) To consider approving the revised Whistleblowing Policy and Procedure**

It was:

RESOLVED to recommend approval of the revised Whistleblowing Policy and Procedure to

full Council.

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

- b) To consider approving the revised Strategic Vision

This was deferred to a future meeting.

- c) To consider any other updates and consider actions

There was nothing further to discuss.

**PC039/22 To note the date of the next meetings**

28 June 2022

Noted that the date of the next meeting is **Monday, 27 June 2022** (not 28 June as noted)

End of Meeting : 20:46