

MELDRETH PARISH COUNCIL

Minutes **Unapproved** of the Parish Council Annual Meeting held 5th May 2011, 7.30pm in the Green Room of Meldreth Village Hall.

Present: Mr S Hawkins (SH)– Chairman; Mr R A Searles (RAS) – Vice Chairman; Mr A P Burlton (APB); Mr S W J Chamberlain (JC); Mrs C J Fallon (JF); Mr C A Land (CAL); Mr Nigel Pellett (NP);

In Attendance: *Mrs J Damant (Clerk); Cllr S Vandeven (Svdv) and Cllr S Soond (SS)*

- 24/05/11 Election of Chairman and Vice-Chairman:**
RAS opened the meeting and it was proposed by APB that SH be Chairman this was seconded by JC, and agreed by all. SH then took the Chair.
It was proposed by SH that RAS remain as Vice-Chairman, seconded by GVB, all agreed.
- 25/05/11 Declaration of Chairman and Vice-Chairman's Acceptance of Office and Agreement to Abide by the Code of Conduct:**
SH and RAS will sign their Declarations outside the meeting, to be witnessed by the Clerk.
- 26/05/11 To receive any apologies for absence:**
Apologies were received from Mrs J Montague-Fuller (JMF).
- 27/05/11 Councillors' to sign their Register of Interests:**
All Councillors signed their Register of Interests, JM-F to do at the next meeting.
- 28/05/11 To receive any Declarations of Interests both personal and prejudicial from Councillors on any item listed on the Agenda:**
JF and NP declared a personal interest in item 38/05/11, as members of the football club.
GVB declared a personal and prejudicial interest in item 44/05/11 as a member of the Melwood Committee.
APB declared a personal interest in item 46/05/11 as a member of the PCC.
- 29/05/11 Public Participation: [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]**
There was one member of the public in attendance – it was requested if the Parish Council would be willing to reimburse the Street Party for the Public Liability Insurance taken out.
RAS congratulated the volunteers for all their hard work in putting on a very successful street party celebrating the royal wedding.
- 30/05/11 To sign and approve Minutes of meeting dated 7th April 2011:**
The minutes were proposed by RAS to be a true record, seconded by CAL all agreed.
Chairman then signed the minutes.
- 31/05/11 Election of Planning Committee:**
It was proposed that the Committee remains the same by Mrs J Fallon, seconded by Mr N Pellett all agreed. Mr S Hawkins proposed that Mrs J Montague-Fuller be a member of the Committee as Tree Warden, seconded by Mr G V Borgonon all agreed.
Planning Committee: SH, RAS, CAL, JC, APB, J M-F
- 32/05/11 Elections to the following: Working Groups/Key Representatives and Trustee:**
i)Cemetery Working Group:
Mr C A Land, Mrs C J Fallon – Meldreth Parish Council unanimously approved the election of these representatives for the year 2011/2012. The Clerk will act as an observer.
ii)Meldreth Recreation Ground Working Group:
Mr C A Land, Mrs C J Fallon, Mrs J Montague-Fuller, Mr N Pellett , Mr A P Burlton – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2011/2012.
iii)Finance Working Group:
Mr S Hawkins, Mr G V Borgonon. Mr N Pellett and Clerk – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2011/2012.
iv)Primary School Trustee:
No Longer required.
v)Village Hall Representative:
Mr R A Searles was proposed by Mr S Hawkins, and seconded by Mr J Chamberlain, all agreed.

vi)Triggs Charity Representatives:

Mrs C J Fallon, Mr S WJ Chamberlain – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2012/2012.

vii)Parish Charities Representatives:

Mrs C J Fallon, Mrs J Montague-Fuller – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2011/2012.

viii)Melwood Conservation Representative:

Mr G V Borgonon was proposed by Mr S Hawkins, seconded by Mr R A Searles, all agreed.

ix)Parish Paths Partnership (PPP) Representative:

Mr S W J Chamberlain was proposed by Mr G V Borgonon, seconded by Mr C A Land, all agreed.

x)River Mel Restoration Representative:

Mr S Hawkins was proposed by Mr R A Searles, seconded by Mr C A Land, all agreed.

xi)Flood Avoidance Sub Committee:

Mrs J Montague-Fuller, Mrs C J Fallon, Mr S Hawkins – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2011/2012.

xii)Mary Course School Fund Representatives:

It was proposed by Mr S Hawkins and seconded by Mr A P Burlton that Mr R A Searles and Mr C A Land remain as the representatives for the year 2011/2012

xii)SPEP:

Mr G V Borgonon was proposed by Mr S Hawkins and seconded by Mr R A Searles all agreed.

xiii) Melbourn Area Youth Development:

Mrs J Fallon and Mrs J Montague-Fuller were proposed by Mr s Hawkins and seconded by Mr J Chamberlain all agreed.

33/05/11

Matters arising: (no actions information only)

- The Annual Parish Meeting will take place on 19th May at Meldreth Primary School
 - Dog Fouling notices to be ordered, these are to be placed at each entrance to the recreation ground requiring that 'dogs be kept on leads'. A separate notice to be place on the playground prohibiting dogs, and a Parish Council contact notice which will be placed on the wall of the pavilion.

34/05/11

Planning: Cllrs. Hawkins, Searles, Burlton, Chamberlain, and Land Information Only
Planning meeting held on the 21st April

S/0648/11 – 15 Chiswick End, Mr S Franks, Rear extension to form two-storey dwelling. Parish Council recommends **Refusal** 'The Parish Council recommends Refusal because the height of the ridge of the rear element will be visible from the road and neighbouring properties. There are too many variable styles, with no cohesive style'.

S/0649/11 – 15 Chiswick End, Mr S Franks, Erection of tiled pitched roof to existing flat roof building, Parish Council recommends **Approval with comments** 'The Parish Council are assuming that there will be no change of use.

S/0029/11 – Land adj to The Tavern and Station Yard, Lodge House Ltd, Erection of five dwellings (three 3 bedroom houses, one 1 bedroom and one 2 bedroom house), Parish Council recommends **Refusal** with comments 'Over development of site for vehicular access especially for emergency vehicles for the rear properties. Lack of garages with inadequate parking. The Beech hedge which is to be retained is actually an overgrown Privet hedge. There is concern about traffic and parking in this area already. The land is quite high behind Tavern Gallery which will accentuate the height of the development'.

S/0642/11 – **Meldreth Sports Pavilion, Meldreth Parish Council**, Extension, Parish Council recommends **Approval** with no comments.

Planning Meeting held on 5th May (verbal report)

S/0746/11 – **Melbourn Bury, Royston Road. Mr N Fennell**, Erection of detached outbuildings following demolition of existing outbuildings including change of use from agricultural use to residential use. Parish Council recommends **No Recommendation** with comments. 'It is unclear whether Stable House is an annex to Melbourn Bury or a separate dwelling. If it is a separate dwelling then both the existing and proposed building are very close to Stable House. The Parish Council recommend that if the plans are approved than the development should be conditioned so as to not include any living accommodation'.

C/11/40/071 – **17 North End, Mr Holder**, To fell 7 Norway Spruce. **No Comment**

C/11/40/071 – Meldreth Bowls Club, To remove a Field Maple from the northern boundary. To reduce the conifer hedge between the club and North End. To reduce the height of 4 Conifers and 4 Field Maples in the north west corner of the site. **No Comment**

Amendment to S/0648/11, 15 Chiswick End - At the planning meeting of Meldreth Parish Council on 5 May the minute giving the reason for recommending refusal was adjusted. This was to make it clear that the reason for the recommendation was our concern on the visibility of the roof ridge of the back elements of the proposed extension from the road and neighbouring houses. Our recommendation now reads 'We received from the applicant, just before our meeting, a new drawing showing a longitudinal section down the driveway which illustrates that the new ridge will only be visible from the far side of the road. We understand this has been sent to you. However this drawing uses a different elevation from that submitted by the applicant in support of his planning application and considered by us in making the above recommendation. The ridge height has been reduced by 300 mm relative to the ridge on the existing house. We have asked the applicant if this will be submitted as a planning amendment and have had no reply thus far. However we request that if this is the intended configuration of the proposed extension that this significant change be formally submitted as a material planning amendment for our reconsideration.'

SCDC Decisions:

S/0468/11 – 69 Whitecroft Road, permission has been granted for an Extension.

S/0460/11 – 1 The Grange, permission has been granted to erect a PVCu conservatory to the side of the property.

S/0284/11 – 7 Whitecroft Road, permission has been granted for an Extension

Affordable Housing update – Jephsons have accepted an invitation from the Parish Council to attend a planning meeting on 16th June. There has also been a request from another developer Apollo Property Services, they to be invited to the planning meeting on 21st July.

35/05/11

Report from District Councillor:

Recycling and Refuse Satisfaction Survey:

18th April saw the launch of the above survey. Residents can comment on the current service in addition to making suggestions for improvements. This will be done as follows: Postal Surveys-2000 random households will receive the survey on April 18th. Responses can be submitted on a paper survey or by visiting.

www.scams.gov.uk/collectionsurvey

Residents who may not have received this survey by post can also complete a survey online at the above web address. The deadline is Friday 13th May.

The Parish Council commented that the deadline of 13th May was too close and did not give sufficient time.

Retrospective Fieldgate Planning Application

This was withdrawn from the Planning Agenda during early April due to a legal technicality. It is hoped that this application will be resolved at the next meeting so that a solution that is satisfactory to the owners of Fieldgate and the local residents is agreed upon.

Strategic Housing Land Availability Assessment

SCDC is reviewing 3 key plans to the Local Development Framework (LDF) - the Core Strategy, Site Specific Policies DPD and the Development Control Policies DPD. This will take the form of a single replacement plan to be called the South Cambridgeshire Development Plan looking ahead to 2031.

One key part of the evidence base is the preparation of a Strategic Housing Land Availability Assessment (SHLAA), which will identify potential sites that are suitable for housing, but will NOT draw any conclusions as to whether a site should be an option for housing in the LDF review (which is a separate matter and will form part of the plan making process).

A Housing Market Partnership will be set up, which will include representatives who have an active interest in housing within the district and which will help SCDC ensure that the site assessments are robust and deliverable. A single Parish Council to be representative of all Parish Councils' interests (or CPALC) is sought, who could represent Parish Council level interests.

The inaugural meeting for the Partnership will be held on Thursday May 26 at 10am at SCDC, Cambourne. Interested Councillors should contact the Planning Policy team at SCDC or Caroline Hunt (01954 713196).

Meldreth Riding Stables

Scope and/or Meldreth Manor have terminated the lease for the riding stables on Fenny Lane. While this may result in services being down-sized, the riding school will indeed be available for use by the children and adults attending Meldreth Manor. Having consulted officials at SCOPE and Meldreth Manor, there are no plans for the site at Fenny Lane to be developed for housing and any future plans for development will be submitted through the appropriate channels permitting maximum consultation with the residents of Meldreth and the Parish Council. Cllr Soond said he will keep residents and Parish Councillors updated. RAS noted that SCOPE had sought to have the village envelope moved to include this land for housing.

District Council Surgery - will continue at the Community Room of Elin Way, Meldreth on the first Monday of every month at 7pm - the next one being on June 6.

36/05/11

Report from County Councillor:

1. Melbourn Village College (MVC) and Comberton are exploring the possibility of joining together in an academy framework. This would help MVC which is a small school with demographic pressures. CCC has accepted that schools must look out for their own best interests though the departure of schools from local authority control under Academy status has significant financial ramifications for the council – proportionally less funding available to run those schools left behind. Home to school transport remains the responsibility of local authorities. MVC and Comberton already have some ties including shared sponsorship of the Duke of Edinburgh Award scheme, which is based at Comberton and is attended by about 40 MVC students.
2. Bikes on trains between Meldreth and Cambridge: FCC has announced its intention to introduce a restriction on full sized bicycles on certain trains starting May 23. This is the result of a tally of up to 15 full sized bikes on certain trains. The Rail User Group has negotiated for a much looser restriction – the intention had been a ban on two morning trains into Cambridge and two morning trains out of Cambridge. There will be just one restriction and this is the 8:10 train from Meldreth to Cambridge. No restrictions on folding bikes.
3. The Steering Committee of Melbourn Area Youth Development – formerly Melbourn Youth Club - met on 4 May but no reps from Meldreth. The club started in its new format last night and was well attended with students from every year group. Amanda Silvester is now on maternity leave. Terms of reference etc are now being established and the chairman of Shepreth PC is serving as chairman of the steering group.
4. Community Transport: Lots of work now happening toward developing Community Transport links for Tuesday night Youth Club; the aspiration is to make use of a Royston and District Community Transport Driver and an idle Village College mini bus.
5. Preparation for a concerted effort at fund raising for a disabled ramp to the southbound platform at the station is under-way, and the rail user group is working with Meldreth Manor.
6. A number of elderly residents in Meldreth who do not drive and who find the station difficult to access are very worried about what the future holds in terms of bus service. The County Council has not yet given details on timing about the remainder of withdrawal of bus subsidies. Meldreth residents who drive voluntarily for Royston and District Community Transport are anxious to help out. Cllr van de Ven proposes a get-together for any concerned residents, mainly to listen and learn as much as possible about their specific needs, and which she can take back to the South Cambs Community Transport Strategy Group which is looking at ways of supporting transport needs.

37/05/11

Sustainable Parish Energy Partnership (SPEP)

Report by GVB – There is now a new Project Energy Officer in place Siobhan Mellon (SCDC). David Smith and GVB have had a meeting and are currently focusing on getting residents aware of what SPEP is. Articles will be placed in Meldreth Matters over the next couple of months. There may be some costs involved as it was thought that holding a store at local events may also be a very good way of educating residents. Further volunteers are needed. Cllr Soond recommended that Meldreth and Shepreth join forces. GVB will contact Cllr Soond.

Action: GVB

- 38/05/11 Pavilion:**
 1. Planning – NP has spoken with the architect, notices have been erected and the building regulations are currently being done.
 2. Roof - SH has repaired the roof.
- 39/05/11 Playground:**
 1. Monthly Report – CAL will collect the Hammerite paint for the play equipment. It was asked if the two benches currently in the pavilion are to be reinstated. It was felt that earth anchors, which have been used on the Melwood bench may be a better and more secure of fastening the bench to the ground. Clerk to order.
Action:Clerk
 The netball posts and litter bin still to be installed.
 The ditch which runs along the back of Howard Road and the recreation ground needs clearing. It would appear that there is a lot of debris in the ditch and children are building dams. The ditch enables water to flow away from the properties in times of flood and if the ditch is blocked this cannot happen. Letters to be written to all householders whose properties back onto the ditch. A working party will be organised to clear the ditch and volunteers would be most welcome. Clerk to write to householders. **Action:Clerk**
 RoSPA have carried out the annual inspection of the play equipment.
 2. May Fayre – Will take place on the recreation ground on 7th May, clerk has received the risk assessment.
- 40/05/11 Bus Stop and Yellow Lines:**
 A site visit to be organised with Cllr van de Ven, GVB, SH and RAS.
- 41/05/11 Correspondence and Clerk's Report:**
 Letter received from the PCC asking if the PC could arrange a survey on the remaining trees in the church yard; Acacia will do this as a free quotation. Clerk presently waiting to speak with Acacia for confirmation that this service is free.
 Clerk would like to attend a seminar and training with SLCC on 10th June in St Neots – cost £20. Proposed by SH, seconded by RAS all agreed.
 Letter from CCC on grass cutting
 Clerk would like to attend a training session on Financial Management on 4th July with SLCC in Cambridge, cost £95 Proposed by GVB seconded by SH all agreed.
Other items:
 Clerk has received an email from Highways (CCC) requesting that boulders be removed from the highway verge along North End, Clerk to write to householders. **Action: Clerk**
- Correspondence circulated in January**
 NALC – Local government Pay 2011/2012, SCDC Liaison Meeting Notes for 29th March, NALC review of Statutory Duties, NALC Localism Bill update, Local Council Shadowing Award, Letter of thanks from Self Help Group, Smartwheel, stickers for bins.
- 42/05/11 Audit:**
 Is currently being done, and will be going to the internal auditor.
- 43/05/11 Mary Course Community Fund:**
 Clerk to write to Meldreth Primary School concerning the allocation of the Primary School prize money for 2011. It was proposed by SH and seconded by CAL that the regular amount of £60 be made available. **Action:Clerk**
- 44/05/11 Melwood Financial Assistance:**
 GVB left the room having declared a personal and prejudicial interest (see item 28/05/11). The Finance Group proposed that payment be made against receipt of invoices. The amount to be agreed at the next meeting. This was agreed by all.
- 45/05/11 To receive details of cheques to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments:**
- | | | | |
|----------------|--------|---------------|----------------|
| J Damant | 620.11 | salary | LGA 1972 s112 |
| J Damant | 108.81 | expenses | LGA 1972 s113 |
| M Taylor | 255.10 | salary | LGA 1972 s112 |
| Inland Revenue | 126.22 | PAYE/NI | LGA 1972 s112 |
| G B Goodwin | 500.00 | Grass cutting | OSA 1906 s9/10 |
| G Borgonon | 32.95 | web expenses | LGA 1972 s113 |

CPALC	525.23	membership	LGA 1972 s143
Stationery Cupboard	64.54	ink	LGA 1972 s111

Local Government Act (LGA); Open Spaces Act (OSA); Telecomms Act (TA)
Payment proposed by SH, seconded by GVB all agreed. Cheques signed by SH and RAS.

46/05/11

Holy Trinity Church:

1. Church wall update – Is currently with the planning department (SCDC)

47/05/11

Carpark repairs:

Clerk to contact John Cobb

Action: Clerk

48/05/11

Parish Paths Partnership (PPP):

Still have not heard if there will be grant available this year, forms have been completed by JC and sent in. JC has decided to step down as Chairman of the PPP, but will remain as the Parish Council representative.

A request for any wood chippings will be put into Meldreth Matters.

Footpath 9 and 9a will be tidied up.

SH thanked JC for all his hard work over the past 7 years in organising the footpaths within the village.

49/05/11

Councillors' Reports:

GVB – the Dunarbon visit will be on Wednesday 8th June from 2pm.

JF – could the seat at The Meads (near Fieldgates) to be inspected. The football contracts need to be redone, Recreation Group to look at.

Action: Recreation Group

CAL – there is a bollard missing from the junction near the memorial. Clerk to contact Highways.

Action: Clerk

50/05/11

Agenda items for the next meeting:

Bench at The Meads

Playground equipment to be installed

Audit

Noticeboard

Melwood Financial Assistance.

49/05/11

Action Points: if not already covered:

There were no action points.

There being no further business the meeting closed at 10.00 pm

Chairman:

Date:

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