

**MELDRETH PARISH COUNCIL  
MEETING OF THE PARISH COUNCIL**

CHAIRMAN: Mr Richard Goddin

Clerk: Mrs J Damant  
Parish Council Office  
Sheltered Housing Communal Room  
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**To members of the Council:**

You are hereby summoned to attend a meeting of Meldreth Parish Council on Thursday 5<sup>th</sup> October 2017 at 7.30 p.m in the Green Room of the Village Hall for the purpose of transacting the following business.

**To members of the Public:**

You are invited to attend a meeting of Meldreth Parish Council on Thursday 5<sup>th</sup> October 2017 at 7.30 p.m in the Green Room of the Village Hall for the purpose of transacting the following business.

Clerk: \_\_\_\_\_

Date: 27<sup>th</sup> September 2017

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## AGENDA

- 178/10/17**      **To receive any apologies for absence:** *LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45*
- 179/10/17**      **Councillors to disclose any Pecuniary Interests (disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar) listed on the Agenda:**
- 180/10/17**      **Public Participation: [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]**
- 181/10/17**      **To approve and sign Minutes of meeting dated 7<sup>th</sup> September 2017:**
- 182/10/17**      **District Councillor Report:**  
Report circulated – questions from Parish Councillors
- 183/10/17**      **County Councillor Report:**  
Report circulated – questions from Parish Councillors

**Working Group Updates/Reports:**

- 184/10/17**      **Meldreth Futures Working Group:**  
Report by Cllr Young  
Update on recent applications
- 185/10/17**      **Village Traffic Working Group:**  
Update of meeting held on 26<sup>th</sup> September.
- 186/10/17**      **Mettle Hill Working Group:**  
Update of meeting held on 3<sup>rd</sup> October.
- 187/10/17**      **Tennis Club Working Group:**  
Request to have some table and chairs stored at the pavilion.  
Public booking system to be determined.

**Planning:**

- 188/10/17**      **Planning Extracts:(Town and Country Planning Act 1990 schedule 1, paragraph 8)**  
Cllrs. Goddin, Land, Lee, Pellatt, Searles and Young (Full Planning Minutes are available via the Clerk, website or notice board).  
**Planning meeting held on 21<sup>st</sup> September 2017:**  
**Planning meeting held on 5<sup>th</sup> October 2017: verbal report**

**189/10/17 Housing Needs Survey:**  
Cambridgeshire Acre are presently conducting a housing survey for Meldreth and all households have been or will be sent a survey questionnaire to complete, it is hoped that as many households complete this as it will give a better understanding of the housing needs in Meldreth.

**190/10/17 Bassingbourn -cum-Kneesworth**  
Bassingbourn is proposing to develop a Neighbourhood Plan and is asking SCDC to designate the whole parish as a neighbourhood area. Any observations or representation from other parishes need to be with the Mrs Walmesley (Bassingbourn Clerk) by 31<sup>st</sup> October.

### Major Projects

**191/10/17 Pavilion Construction:** (LGA 1972 s111)  
Decorating  
Electrical survey (hard wiring) completed on 28<sup>th</sup> September, this survey is done every three years. There was no need to have a PAT test done this year as electrical equipment is new. However, this will need to be included for next year.

**192/10/17 Security for Pavilion:** (Local Government and Rating Act 1997 s31)  
Update on CCTV policy

**193/10/17 Church Wall:**  
Update on progress.

**194/10/17 Mettle Hill:**  
Agreement of specification for demolitions and other ground works so that tenders can be sought.

**195/10/17 Local Highway Improvement Scheme: (LHI)**  
Clerk has submitted the application which is a repeat from last year's submission to have curbing along parts of North End in order to protect the verges.

### Ongoing Projects

**196/10/17 Playground:**  
Monthly Report

**197/10/17 Recreation Ground:**

- Ditch Clearance – will be done on the 23<sup>rd</sup> and 24<sup>th</sup> November. Once the area has been cleared of vegetation, tenders for building up the ditch will be sought.
- Recreation Ground Maintenance: will be done on 30<sup>th</sup> November and 1<sup>st</sup> December

**198/10/17 Horse Chestnut Tree (Stocks)**  
Tree is both protected and in a conservation area, so full on application to SCDC, this will be carried out by the contractor. Anticipate work taking place mid November and is provisionally booked for Tuesday, 21 November.

**199/10/17 Street light survey:**  
Survey to replacing the lights along North End (SC1-SC9) and Chiswick End (SC10-SC13). The cost of this survey was £399.85 and already agreed. Update Clerk has been in contact with Balfour Beatty but received no response from the relevant department who are looking over this.

**200/10/17 Proposed closing of the railway crossing on footpath 10:**  
Update from Cllr James

**201/10/17 Defibrillators:**  
Update on progress

### Administrative /Other

**202/10/17 Correspondence and Clerk's Report:**  
**CCC Highways Open Day:** will take place on Monday 16<sup>th</sup> October at Whittlesford from 10.30-12.30pm

**Hedge along North End (near College Bend):** The question of reducing the hedge along North End has been raised, the Clerk contacted Mr P J Taylor (CCC) to enquire who is ultimately responsible for the hedge along this stretch of road. Response is that 'it is the landowners responsibility to cut the hedge back to keep the footway clear but they do not have to reduce the height of the hedge if they do not want to'. In Mr Taylor's opinion the height of the hedge helps to slow traffic down in this area and it is not an 'accident black spot'. Another item raised was that the straw bales were hitting the tree branches which was adding to the problem of straw on the roads and ultimately getting into the ditches which does not help with blocking them up. Mr Taylor stated that a tree canopy naturally grows above the height of the tallest vehicle and stated that netting farm vehicles would help alleviate the problem.

**Safety fencing at the Village Hall Carpark:** Clerk still getting quotes for the required work needed, two companies have looked at the area, further tender needed. Clerk still awaiting quotes.

**203/10/17 Matters arising: (no actions, information only)**

**204/10/17 Meeting with Cambridgeshire Acre:**  
Meeting will be on Wednesday 25<sup>th</sup>. October. All members of the Parish Council and Meldreth Futures Working Group are invited. Neighbourhood Plans will be discussed.

**205/10/17 Office IT system:**  
Update from Cllr Young

**Finance**

**206/10/17 Defibrillators:**  
It was agreed that the funds for this would be taken from the precept, however further discussion to see if this should be a Community Benefit funding project along with the fridge magnets which will be given to each household.

**207/10/17 To receive details of cheques to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments:**  
LGA Local Government Act; TCA Telecommunications Act; OSA Open Spaces Act; PHA Public Health Act; PCA Parish Council Act  
**1. Cheques/internet payment for approval and signature including any additional payments:**

**Payments already made**

	Gross	Vat		Power	
Staff	confidential	0	September Salaries	LGA 1972 s112	Bacs
Inland Revenue	confidential	0	September PAYE/NI	LGA 1972 s112	bacs
SMART	confidential	0	Pension contributions	LGA 1972 s112	DD
Talk Talk	22.31	0	Broadband	TCA 1984	DD
D P Gardens	615	0	Grass and verge cutting May	OSA 1906 s9/10	Bacs
J Damant		0	Expenses	LGA 1972 s133	Bacs
S Tibbells (0532188)	84	0	Cleaning 15&29	LGA 1972 s133	Bacs

**Payments awaiting Approval**

	Gross	Vat		Power	
Unlimited Logos	432	72	Information boards Marley Eternit fund	LGA 1972 s133	Bacs
Bidwells	1200	200	Mettle Hill Survey	OSA 1906 s9/10	Bacs
Econgard	204	34	Supply and fit new extinguishers at the pavilion	LGA 1906 s	
Sally Walmesley	290	0	Clerk covers	LGA 1972 s112	bacs
Sally Walmesley	34.87	0	Expenses	LGA 1972 s133	Bacs

## Deposits

OPC rent	90
Burial fees	70
Melwood reimbursement	556.04

208/10/17

### **Cambridge Building Society:**

The Mary Course Fund – the 3 year tracker bond (issue 2) has matured into the Maturity Account. It has been advised from the internal auditor that the Parish Council hand this money over to the school, for which it was originally raised in Mary Courses memory.

209/10/17

### **Pension Regulator:**

By law the minimum pension contributions from employers will increase from 6<sup>th</sup> April 2018 and again on 6<sup>th</sup> April 2019.

210/10/17

### **Audit:**

External Audit report 2016/17 – Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. The Annual Return was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when submitting next year's Annual Return:

- Section 2, Box 9: Information received from the smaller authority indicates that assets purchased during the year have not been included in Box 9, the figure in Box 9 should read £328,274.

Other matters: not affecting our opinion which we draw to the attention of the smaller authority.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulation 2015 as it failed to make proper provision during the year 2017/18 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.

## Other Items:

211/10/17

### **Permissive Path:**

Possibility of creating a circular path within the village (footpath 2)

212/10/17

### **Community Gritting Scheme 2017/18:**

Under this scheme the Parish Council agrees specific routes in their area which are important to the local community and agrees them with the County Council. Volunteers can then sign up to grit these routes using equipment provided by the County Council.

213/10/17

### **Rural Travel Hubs:**

Update from Cllr Goddin on this project.

214/09/17

### **Councillors' Reports:**

**Cllr Land - vehicles in the Burial Ground:** There have been reports of vehicles entering the burial ground, this has now been rectified and notices displayed on the gates stating that only vehicles with permission from the Parish Council are allowed to enter the site.

**Cllr Goddin:** SCDC Planning Forum update.

215/10/17

### **Remembrance Day Event:**

216/09/17

### **Agenda items for the next meeting:**