

**MELDRETH PARISH COUNCIL  
ANNUAL MEETING OF THE PARISH COUNCIL 2019**

CHAIRMAN: Mr Richard Goddin

Clerk: Mrs J Damant  
Parish Council Office  
Sheltered Housing Communal Room  
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Meldreth SG8 6LX

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**To members of the Council:**

You are hereby summoned to attend a meeting of Meldreth Parish Council on Thursday 2<sup>nd</sup> May 2019 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 2<sup>nd</sup> May 2019 at 7.30 p.m in the Green Room of the Village Hall for the purpose of transacting the following business.

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

Date:25<sup>th</sup> April 2019

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## AGENDA

- 024/05/19 Election of Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:** *(LGA 1972 s15(2)).* The Chairman remains in their seat until they have been reinstated or a new chairman is voted in *(LGA 1972 s15(4)).* Chairman has the casting vote *(LGA 1972 s15(3))*
- 025/05/19 Election of Vice Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:** *Local Elections (Declaration of Acceptance of Office) Order 2012/1465, sch1.*
- 026/05/19 Register of Interests: All councillors to note any changes**
- 027/05/19 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*
- 028/05/19 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:**
- 029/05/19 Public Participation:** [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]
- 030/05/19 To approve and sign Minutes of the Meeting dated 7<sup>th</sup> March 2019:**
- 031/05/19 District and County Councillor Reports:**
- 032/05/19 Proposed East/West Routes:**  
Update
- 033/05/19 Meldreth, Shepreth and Foxton Community Rail Partnership:**  
Update
- 034/05/19 Rail User Group:**  
Better station access for disabled / alternatives to the kissing gate
- Working Group Updates/Reports:**
- 035/05/19 Meldreth Futures Working Group:**  
Memorial Bench for Recreation Ground
- 036/05/19 Meldreth Traffic Working Group:**  
Update on SID equipment
- 037/05/19 MAYD:**  
Update
- 038/05/19 Finance Working Group:**  
Terms of Reference

## Planning:

**039/05/19 Election of Planning Committee:**

**040/05/19 Planning:***(Town and Country Planning Act 1990 schedule 1, paragraph 8)*  
(Full Planning Minutes are available via the Clerk, website or notice board).  
Planning meeting held on 21<sup>st</sup> March 2019  
Planning meeting held on 7<sup>th</sup> March 2019: verbal report

**041/05/19 Nomination to the following: Working Groups/Key representatives and Trustees Working Groups**

Decision on which Groups to continue with and which to disband.

Burial Ground Working Group	Triggs Charity (education) Representative
Finance Working Group	Village Hall Representative
Complaints and Personnel Working Group	Parish Charities Representative
Meldreth Recreation Ground Working Group	Melwood Conservation Representative
Policies Working Group:	River Mel Restoration Representative
Meldreth Futures Working Group	Parish Paths Partnership (PPP) Representative
Tennis Club Working Group	Melwood Conservation
Traffic Working Group	Flambards Trustees
Marley Eternit Working Group	Flambards Association
Churchyard Wall Working Group	Alms Houses Trustees
Tree Warden:	Village Hall Trustees
Highways Volunteers Representatives	Steering Group for CPL
Flood Avoidance Sub Committee	SPEP
MAYD Representatives	
Mary Course School Fund Representatives	
Network Rail Representative	

## Ongoing Projects

**042/05/19 Playground:**  
Monthly Report from Cllr Fallon  
Matting quotes and flat swings

**043/05/19 Recreation Ditch and New Access Route:**  
Clerk has had confirmation from SCDC that the track belongs to them. Clerk has written to SCDC asking for permission to use the track for recreation ground maintenance work. Once confirmation has been received the Clerk will pursue the work needed to put in new gates and fencing to allow vehicles to gain access via this entrance. There will need to be a locked gate and a pedestrian gate. **Action: Clerk**

**044/05/19 Cycle Stands:**  
Update on the bicycle stands from the S106 agreement with Melbourn development.

## Administrative /Other

**045/05/19 Correspondence and Clerk's Report:**  
Office computer website – Clerk is still undergoing training but the website should be able to go live by June 2019. Assistant Clerk is also undertaking some training.  
Trees and tree guards have been put in.  
The trees at the boundary of the recreation ground and the Tennis courts has been cleared.  
The contractors reported that they removed a lot of glass from this area.  
Clerk has contacted the Tennis Club regarding the 50% of booking fees.  
South Cambridgeshire Planning Consultations: consultations are not taking place for Caldecote, Fulbourn, Gamlingay, Over, Papworth Everard, Sawston and Swavesey.  
Consultation runs from 15<sup>th</sup> April to 31<sup>st</sup> May, information can be found on [www.southcambs.gov.uk/villagedesign](http://www.southcambs.gov.uk/villagedesign)  
Clerk has ordered a banner for the village meeting.  
The damaged road sign for Whitecroft Road has been reported to SCDC.  
Clerk has ordered new safety shoes for the Litter Picker.

**046/05/19 Death of a Senior National Figure:**  
To have instructions put into place

047/05/19

**GDPR:**

CAPALC are now offering this service which has previously been done by LCPAS; however, the clerk has had little correspondence from them regarding this. CAPALC are offering this service for a cost of £50.00 as it is in accordance to expenditure for 2019/20.

**Finance**

048/05/19

**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 salaries/PAYE/NI & pensions	Not disclosed	0	April Salaries	LGA 1972 s112	Bacs & dd
D P Gardens	721.66	0	April Grass and verge cutting	OSA 1906 s9/10	Bacs

**Payments awaiting Approval**

	Gross	Vat		Power	
Viking Stationery	181.60	30.65	Paper, ink, office supplies	LGA 1972 s111	bacs
CAPALC	455.42	0	Annual subscription	LGA 1972 s111	bacs
CAPALC	50.00	0	GDPR membership	LGA 1972 s111	Bacs
P Gilmore	36.90	0	Expenses	LGA 1972 s111	Bacs
N Pellatt	38.97	7.80	Ink	LGA 1972 s111	Bacs
Eon	199.67	9.51	Electric for pavilion	LGA 1972 s111	Bacs
SCDC	1674.00	0	Office rent	LGA 1972 s111	bacs
LGS Services	216.00	36.00	Payrole services	LGA 1972 s112	bacs
Village Garden Services	135.00	0	Erection of stocks bench	LGA 1972 s111	bacs
Melbourne Parish Council	145.00	0	Cllr pension training Redo payment	LGA 1972 s111	bacs
Unlimited Logos	54.00	9.00	Site board	LGA 1972 s111	bacs

OPC to pay £75.48 towards the office stationery costs, Meldreth will reclaim the VAT. Clerk has opened an account with Viking.

**Deposits:** 1<sup>st</sup> Precept payment £31,000

049/05/19

**Audit:**

Update from Clerk

050/05/19

**Councillors' Reports:**

051/15/19

**Annual Meeting of the Parish (Village Meeting)**

Will be held on Thursday 16<sup>th</sup> May in the Village Hall at 7.30pm

052/05/19

**Agenda items for the next meeting:**

Annual Policy Check on all current policies