

**MELDRETH PARISH COUNCIL**

MINUTES AS YET UNAPPROVED of Parish Council Meeting held on 4<sup>th</sup> September 2008, 7.30 p.m. in The Green Room, Meldreth Village Hall

**Present:** Mr C.A. Land – Chairman (CAL); Mr R. A. Searles – Vice Chairman (RAS); Mr A .P Burlton (APB); Mr S.W.J. Chamberlain (JC); Mrs C.J. Fallon (JF); Mr S.J Hawkins (SJH); Mrs J Montague-Fuller (JMF); Mr P. A. Ray (PAR); Cllr Dr S. van de Ven (Councillor, South Cambridgeshire District Council [SCDC]); Cllr D McCraith (Cambridge County Councillor [CCC])

**Action**

1. **To receive any apologies for absence:**  
Mr G.V. Borgonon (GVB)
2. **To receive any Declarations of Interest from Councillors on any item listed on the Agenda**  
Mrs J Fallon declared an interest for item 11, pavilion. Mr R Searles and Mr P Ray declared an interest in item 9, application from Royston & District Community Transport for funding.
3. **To sign and approve Minutes of meeting dated 3<sup>rd</sup> July 2008:**  
The minutes were agreed and signed by all to be a true record, proposed by Mr C A Land, seconded by Mr R A Searles and signed by the Chairman.
4. **Members of the public and press are invited to address the Council:**  
There was one member of the public in attendance.
5. **To consider any matters arising not already on the agenda:**  
Notice of all meetings to be put on the notice board.  
Required forms, which need to be completed by working parties, have been approved by Suffolk ACRE for insurance purposes.
6. **To receive the minutes of the Planning Committee:**  
All parish councillors to receive planning minutes in future. This will be for information only.

R/O 38 High Street Dwelling Recommendation: Refusal Planning minutes 03.07.08	S/1046/08/F
16 Howard Road Installation of pitched roof Recommendation: Approval Planning minutes 03.07.08	S/0772/08/F
Long Barn College (amended parking layout) Erection of building for B1 C use Recommendation: No Recommendation to the amendments Planning minutes 17.07.08	S/2301/07/F
Greenleys, 22 Chiswick End Ménage and fencing Recommendation: Approval Planning minutes 17.07.08	S/1105/08/F
Southfield Farm, Whaddon Road Extensions Recommendation: Refusal Planning minutes 17.07.08	S/1150/08/F
1 Stone Lane Garage and Store Recommendation: Approval Planning minutes 07.08.09	S/1242/08/F
The Old Mill Site, 106 High Street Dwelling Recommendation: Refusal Planning minutes 21.08.09	S/1271/08/F
65 Whitecroft Road Conservatory Recommendation: Approval Planning minutes 04.09.08	S/1365/08/F
Meldreth Court, 120 High Street Install metal gates attached to existing brick gate piers Recommendation: Approval Planning minutes 04.09.08	S/1375/08/LB & S/1377/08/F

**SCDC Decisions:**

14 The Grange - S/0772/08/F  
Permission granted for extension

32a Station Road - S/0631/08/A  
Permission refused to display shop signage

32 Station Road - S/0182/08/F (retrospective)  
Permission refused for change of use from agricultural storage to pet food retail and the siting of a portacabin toilet block.

24 Fenny Lane – S/0948/08/F  
Permission has been granted for extension and conversion of adjoining outbuildings to ancillary residential use.

Plot 6, Five Acres – S/0121/08/F  
Permission has been granted for temporary sectional framed building (retrospective)

16 Howard Road – S/0959/08/F  
Permission has been granted for installation of pitched roof.

Greenleys, 22 Chiswick End – S1105/08/F  
Permission has been granted for a Ménage and Fencing

Clerk to enquire with the planning department what is happening to 32 Station Road retrospective planning application, which was refused.

Clerk

**7. Report from District Councillor:**

- a) Cllr van de Ven was surprised to learn that three of the four new garages at Elin Way are still empty. The weekly rent charge for a garage to a Council tenant is £6.64 and to a non-Council resident £10.77 per week, with priority given to Council tenants. Enquiries can be made to Linda Myers, SCDC, on 08450 450 051.
- b) Independent Tenant advisor, Steve Sharples, will be visiting Elin Way Community Room Tuesday, Sept. 30, 4-5:30, to answer questions about possibility of housing stock transfer and the current SCDC consultation. Meldreth and Shepreth residents (tenants or not) all welcome.
- c) Copies of a 1903 Meldreth map showing drainage ditches, provided by a Meldreth resident, have now been copied at Shire Hall, with a copy for the parish office and another for the Local History Group.
- d) First Capital Connect has asked for comments on accessibility issues at local stations. Cllr van de Ven intends to raise issues of a station with no disabled access, serving a village with a Scope school, and the unusable bicycle-wheeling channel.
  - Mr P Ray will forward Cllr van de Ven relevant information from the Parish Plan work.
- e) Errors on electoral registration forms: changeover to new software package involved an error whereby people who'd had nationality listed as 'unknown' were automatically listed as 'Guyanese.' Electoral officer advises to cross out 'Guyanese' and substitute correct nationality.
- f) Melbourn District Councillors have asked if Meldreth would support double-yellow lines along the road across from Shene Mill, where parked cars regularly cause need for single-file traffic.
  - Meldreth have in the past requested support in getting this done. Mr R A Searles proposed that Meldreth support Melbourn District Councillors' in this project, seconded by Mr P A Ray, all agreed. It was requested that Melbourn parish council put this request in writing.
- g) Cllr van de Ven has received a complaint from residents who have maintained a bench with a brass plaque at the cemetery, which was wood-stained without their knowledge just after brass plaque had been cleaned. The brass plaque was painted over.
  - Clerk has inspected the bench and will have the plaque cleaned.
- h) Kerbside plastics collection to begin October 17, with additional green boxes to be delivered to each residence sometime in September. Please note that the plastics banks (Melbourn, Orwell, Fowlmere, etc.) will be removed and no longer available.
- i) Land appraisal project: SCDC owned land across the district has been examined for potential use as traveller sites, in conjunction with the site identification process; none found suitable for required 15 pitch-size site. Housing Portfolio Holder Cllr Simon Edwards has asked for re-examination of SCDC owned land.
- j) Flood Avoidance subcommittee must formally identify proposed remedial works to present to parish council, as soon as possible, to capture window of opportunity on SCDC drainage officer Pat Matthews' agenda. Cllr van de Ven has written to Mr Matthews to remind him that the sub-committee has been working in earnest and to remind him of his offer of assistance. Residents have remarked that in heavy rain during the summer, it appears that Meldreth has, fortunately, not suffered from destructive flooding.
  - Award drains are cleared by SCDC at no cost to the parish council, however other ditches are not and it is two of these ditches which are in need of clearing. Mr P A Ray proposed that the parish council ask Mr Pat Matthews (SCDC) to carry out this work and that the parish council awards up to £1,000 towards the cost of cleaning of these ditches, seconded by Mr R A Searles all agreed. It was felt that as this is a specialist job and that Mr Matthews team are already aware of what is needed that they would be the best option. Cllr van de Ven will request a quote and report back to the Flood Avoidance subcommittee. It was also suggested that Clerk request 'Slow Down – Flood' signs from the Highways department, for use near the primary school.
- k) Cllr van de Ven will be meeting County Youth Worker Amanda Barnard to discuss subject of finding land

PAR

Clerk

suitable for bike jumps for young people. These involve young people designing and digging themselves, with no need for expensive materials. The most successful jumps are those created by the people who use them.

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- l) Concerns about lack of transparency and accountability of Planning Chairman's Delegation Meeting, where many small planning applications are now decided were discussed..

- 8. Village Furniture –repairs to the notice board at the Station and confirmation on ownership**  
The notice board at Station Road belongs to Meldreth Village Association.  
The bench situated at the Stocks has been removed. Mr R A Searles proposed that a 6ft Oxford Seat at a price of £673 be purchased, seconded by Mr A Burlton all agreed. Plaque to be completed once the bench is in place (**PAR**). Clerk to order bench. **Clerk**
- 9. Funding Requests: – Application received from Royston & District Community Transport**  
It was proposed by Mrs J Fallon and seconded by Mrs Joanne Montague-Fuller that the funding request received from Royston & District Community Transport for £400 be accepted, all agreed. Clerk to inform **Clerk**
- 10. Churchyard footpath repairs**  
The footpath at the churchyard as been completed and is looking very nice. Further repairs to the village hall carpark have also been done.
- 11. Pavillion: – decision to be taken**  
All three quotes have now been received and reviewed by the parish council. Mr R A Searles proposed K & C Roofing be awarded the job as they provided the most comprehensive tender at the lowest price for like-for-like items, seconded by Mr P A Ray, all agreed. Mrs J Fallon will be given as contact. Clerk to arrange. **Clerk/JF**
- 12. Mary Course bank account: – decision on which type of account should be used**  
Mr P A Ray has investigated various types of bank accounts. It was proposed by Mr J Chamberlain and seconded by Mr S Hawkins that two accounts be opened with Cambridge Building Society, agreed by all.  
a) fixed rate savings bond  
b) current account  
Mr C A Land and Mr R A Searles have been appointed the Trustees and nominees for the accounts. Other current members of the Society are Mr G V Borgonon and Mr P A Ray of Meldreth. Signatories will be Mr C A Land (Chairman) and Mr R.A. Searles. As there can only be two signatories the Clerk was removed from the original proposal put forward on 3<sup>rd</sup> July 2008.
- 13. Burial Ground: – footpath repairs, positioning of new bench**  
Mr C A Land still awaiting relevant quotations for footpath repairs. The new bench has not yet been positioned.
- 14. Playground: – repairs carried out from the ROSPA report**  
Mrs J Fallon circulated the playground report. There are various items to be repaired, Clerk to arrange. Clerk to order a new hoop and two new nets for the netball/basketball hoops. **Clerk**  
The hedge around the play area now has many dead hawthorn plants and is in need of replanting. Clerk to enquire about the cost of planting a tree in the recreation ground and protecting it with an adequate tree guard. **Clerk**  
In the past the parish council have been hesitant in planting trees as they are vandalised. **Clerk**  
The tree situated in the ally has been investigated by a tree surgeon and does need to be removed. It was suggested by the tree surgeon to leave approx a 3ft stump so that a bench of some description could be left, Proposed by Mrs J Fallon, seconded by Mr R A Searles, agreed by all. Clerk to arrange. **Clerk**
- 15. Annual Review - clerk**  
Chairman and Vice-Chairman will conduct the clerk's appraisal. **CAL/RAS**
- 16. Councillors expenses:**  
As so much information is now coming via email it was proposed that councillors could claim 1 ream of paper and 1 ink cartridge per year. Proposed by Mrs J Fallon, seconded by Mr C A Land all agreed. Clerk will order the paper. **Clerk**
- 17.**  
Internal auditor has inspected the accounts and agreed the figures. Section 2 'Annual governance statement' was read out to the council by the clerk. It was proposed by Mr S Hawkins, seconded by Mr R A Searles that the accounts were in order, agreed by all. The Chairman and Clerk then signed the audit as a true record.
- 18. Highways:**  
Hedges and verges have been cut.  
Mr A Burlton is still to meet with Highways to look at the hedges Kneesworth Road - Clerk to arrange. **Clerk**  
The 'Give Way' sign has been removed but a new sign has not been installed - Clerk to enquire with Highways.  
Road sign near the lay-by on A10 is in need of repair, the pole has rotted - Clerk to inform Highways.  
Illuminated bollard, at the junction of Station Road, has been damaged - Clerk to inform Highways.  
Repeater 30 mph speed limit signs, which the parish council were proposing to have erected, now appears to be not an option. Regulations specify there has to be a distance of 183 metres between streetlights.  
Mr R A Searles and Mr G V Borgonon measured the distances and unfortunately none of them meet the criteria.  
Mr R A Searles and Mr G V Borgonon attended a Speeding Meeting which suggested putting a report together but the County Council are currently carrying out an A & B road survey which will be given priority..  
Once this has been completed smaller roads will be surveyed. There is a need to reduce the speed limit on Kneesworth Road. Cllr McCraith agreed to put forward a motion to reduce speeding on Whaddon and Kneesworth Road. At the present it is 60mph, which is not acceptable considering the number of children now living near these roads. Visibility at the crossroads is also poor.
- 19. Parish Path Partnership Report:**  
Parish Paths meeting was held on 21<sup>st</sup> July to discuss future action plans.

Clearance of brambles, overhanging hedges plus ground weeds and grasses on fp9/9a (Meads path/connecting path to Station Road). Ten councillors and volunteers completed the task in pouring rain.

Mr A Burlton and his staff have cleared the path from Chiswick End to the railway and fp6 from the railway crossing to A10 bypass.

On 27<sup>th</sup> September a working party is planned to perform the annual clearance of fp1 in Kingswood near Malton Golf Course.

When woodchippings become available, a working party will be arranged to lay them on fp2 between North End and The Mash (track from the stocks). Mr Elbourn has given permission to access the track to the corner of his field to store chippings.

Can all regular path walkers report any problems?

Next PPP meeting will be on 29<sup>th</sup> September, at 7.30 pm in the Village Hall (Green Room)

County Council are investigating the three bridges on fp 2, Andrew Stimson will report back either to Mr J Chamberlain or the Clerk.

**20. Correspondence (correspondence has been circulated) and Clerk's Report:**

CCC have agreed to contribute 50% of the costs of replacing the damaged bench in Melwood, the other 50% to come Parish Council. Proposed by Mr P A Ray, seconded Mr J Chamberlain that the cost for the parish council of £226.15 was acceptable, all agreed.

Clerk had received correspondence from a resident in Howard Road concerning an overhanging tree. Clerk and Mrs J Fallon to investigate. It is uncertain who owns the land the tree is on.

**21. Councillor's Reports:**

Mrs J Montague-Fuller

Has received concerns from residents about cars parking at the junction of Chiswick End and Whitcroft Road. Clerk to write.

The footpath near the scrap yard in Chiswick End is very overgrown. Mr J Chamberlain will investigate.

Mr R A Searles

The Village Hall Committee has requested permission to clear weeds and generally tidy up the back of the village hall.

Mr R Searles proposed that this can be carried out, all agreed.

Mrs J Fallon

Rubbish to be removed from the pavilion within the next week.

**22. To receive details of cheques to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments:**

Name	Cheque	Gross	Vat	Net	Description	Power
Mrs J Damant	001734	69.80	0	69.80	Clerk Salary	LGA 1972 s 112
PAYE	001735	125.60	0	125.60	Inland Revenue J Damant/M Taylor	LGA 1972 s 112
Mr M Taylor	001736	202.80	0	202.80	Litter Picker	LGA 1972 s 9/10
Mrs P Penfold (natwest visa)	001737	333.38	0	333.38	Clerk Salary	LGA 1972 s 112
Mr G B Goodwin	001738	500.00	0	500.00	Grass cutting/hedge	OSA 1906 s 9/10
BT	001739	144.94	19.42	144.94	Telephone	Telecomms Act 1984
Village Hall Trust	001740	80.00	0	80.00	Room Rental	
Pipex	DD	9.99	0	9.99	Broadband	Telecomms Act 1984
E.ON	001741	49.11	0	49.11	Electricity for pavilion	LGA (misc) 1976 s19
Cambridge Building Society	001742	1,565.11	0	1565.11	Mary Course memorial fund investment	LGA 1972 s 139

Payments proposed by Mr R A Searles, seconded by Mr C A Land, all agreed.

There was one additional payment (shaded). In order for the Mary Course Award Society to open an account a cheque for £1,565.11, this is the amount that the Parish Council has collected (less this year's award) and was being held in the parish council accounts.

**23. Councillors' and Clerk's comments with agenda items for the next meeting:**

Clerks appraisal/salary

Hedges – AB and Highways report

Litter bin on A10

Mr M Taylor – contract – Clerk to do

Mary Course Award Society account

PPP

Memorial Bench in cemetery

**24. Action Points: (if not already covered)**

There being no other business the meeting closed at 9.58 p.m.

Next meeting will be on 2<sup>nd</sup> October 2008, at 7:30 pm in the Green Room, of the Village Hall.

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