

MELDRETH PARISH COUNCIL

MINUTES **UNAPPROVED** of the Parish Council Meeting held 1st April 2010, 7.30 p.m.
in the main room of Meldreth Primary School.

Present: Mr C. A. Land (CAL) – 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 S. Hawkins (SH); Mrs J Montague-Fuller (J M-F) and Mr P.A. Ray (PAR)

In Attendance: Mrs J Damant (Clerk)

- 66/04/10** **To receive any apologies for absence:**
Apologies received from Mr G V Borgonon
- 67/04/10** **To receive any Declarations of Interest both personal and prejudicial from Councillors on any item listed on the Agenda:**
RAS and PAR both declared a personal interest in item 85/04/10 item 1, as they are volunteer drivers for Royston & District Community Transport.
J M-F and PAR both declared a personal interest in item 85/04/10 item 2, as they are volunteers with the Self Help Group and receive no payment.
There were no further declarations of interest declared either personal or prejudicial.
- 68/04/10** **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.
Concern was raised as surveyors have been seen at a neighbouring, empty property. The Parish Council are not aware of any immediate planning application for this property. The parishioner was informed that he could look on the SCDC website or contact them directly.
- 69/04/10** **To sign and approve Minutes of meeting dated 4th March 2010:**
It was proposed by SH and seconded by JF that the minutes were correct, this was agreed by all. The Chairman then signed the minutes.
- 70/04/10** **Matters arising: (no actions information only)**
Twining - letter sent out to interested parties
Bus Stop on High Street - Clerk has sent paperwork requesting the bus stop to be placed outside No. 8 High Street.
HCV Advisory Freight Map - Clerk has requested for signs on A1198
Village Hall Carpark - police have been informed and are checking the area
Updating the Parish Council's Standing Orders to be in-line with new guidelines - still being done.
- 71/04/10** **Planning: Cllrs. Searles, Burlton, Chamberlain, Ray and Land**
Extra Ordinary Planning meeting held on 11th March 2010
Land to the North of Chiswick End, Meldreth, S/0233/10/RM, C Holland & Sons, T Dash & JS Bloor (Sudbury) Ltd

Submission of Reserved Matters in respect of approval of siting, design and external appearance of building, means of access and landscaping of outline planning permission S/1543/02/O for the erection of 20 houses (including 6 affordable dwellings)

Parish Council Recommendation: Approval with comments

Comments:

The Parish Council understands Anglian Water has given assurances to the developers that there is sufficient capacity in the sewage system to accommodate the development. Given the flooding of foul water in 2006 in Chiswick End and the acknowledged poor state of the sewage pipes in the area of Whitecroft Road, the Parish Council would like reasoned assurances that Anglian Water are able to meet their statutory obligations or have committed resources to do so.

The Parish Council is also concerned that the route(s) for the outflows from the Chiswick End ditches are poorly understood (or poorly described) and would seek reasoned assurances from both SCDC and CCC that the development would not impede drainage from the Chiswick End ditches to any material extent to cause a repeat of the 2006 flooding problems.

The North Eastern and South Easter boundaries - the current landscaping is not part of the development but is important to provide screening and should be maintained.

Planning Meeting on the 18th March was cancelled.

Planning Meeting of 1st April 2010

Land to the North of 38 High Street, S/0272/10/F, Mr A Tobin, Dwelling

It was noted that the present application is similar to the first application which was refused, and also refused on appeal. The Parish Council still would like to reiterate their concerns that any access arrangements to the site shall not (further) prejudice the drainage ditch along the side of Woodland Drive.

Parish Council Recommends: **No Recommendation.**

97b North End, S/0327/10/F, Dr C Duff & Mr R Fry, Extensions

The noise implications of the proposed siting of the plant room and the potential emissions from windows positioned both in the pool structure and the plant room, as currently sited, will be potentially very oppressive to the neighbouring properties.

Parish Council Recommendation: Refusal

SCDC Decisions:

11 The Grange, S/0003/10/F

Permission has been granted for an extension and loft conversion

Bury Lane Fruit Farm, S/1922/09/F

Permission has been refused for Alterations and Extension to roof to Form Enclosure over Existing Covered Area.

72/04/10

Report from District Councillor:

The clothing bank will be removed shortly.

Cllr van de Ven has circulated information on Section 106 Agreements to members of the Parish Council.

73/04/10

Report from County Councillor:

There is to be a new information booklet on Education Transport for 16-18 year olds.

Yellow Lines in Station Road - Cllr van de Ven has met with Mr Richard Preston concerning the parking situation in Station Road. There is also a new 'Civil Parking Enforcement' which CCC are currently looking into. This would enable other sectors of the community, as well as the police, to enforce parking restrictions.

74/04/10

Pavilion:

The plans are being looked over by the football club representatives.

75/04/10

Barton Ward Oil Club:

J M-F reported that the Parish of Barton along with neighbouring parishes have set up an oil club. It was proposed by RAS that though this is a good idea it might not be in the remit of a Parish Council to get involved as it appears to be promoting a particular company's services. J M-F will suggest to the parishioner who raised it to put an article in Meldreth Matters informing parishioners of the scheme.

Action: J M-F

76/04/10

Flood Avoidance Committee:

Report of meeting with Mr Pat Matthews, SCDC Drainage officer.

The prime purpose was to review concerns about drainage from the Chiswick End ditches in the context of the proposed housing development on the Holland's site.

Mr Matthews is reasonably confident he knows how the odd number (eastern) Chiswick End ditch drains and how to tackle any future problems.

The even numbered (western) ditch is more problematic in that it disappears from sight near the northern end of Chiswick End. Further dye tracing is unlikely to be helpful, because of the low flow in normal times. Investigation of a flagstone covered chamber 39 Whitecroft revealed a 12inch drain with a little water in it, but not flowing. This caught Mr Matthews's interest and he undertook to get his team out in about a month's time to have another go at seeing whether there is a drain direct from the western ditch to the large chamber where the main drain crosses Whitecroft. The technology involves putting rods with a transmitter on the end (detectable from the surface above the transmitter) down the drain wherever it can be accessed to find where it goes and where it may be blocked.

Mr Matthews thinks that Highways have got maps and drawings from investigation of the storm drains after the 2006 flooding. It was agreed it would be sensible to ask Mike Cooper to bring these to a meeting to further the Sub-Committee's understanding and highlight any "unknowns".

The issue of whether water from the fields to the south of the eastern ditch could be routed away from Chiswick End would first require a survey by a consulting engineer. Mr Matthews uses Finlayson based in Ely. The survey cost would be somewhere between £1,000 and £5,000 depending on the scope. CCC, SCDC and Anglian Water could be asked to contribute towards the cost, but the Parish Council would have to lead it. It would not be appropriate to consider embarking on this before the actions above had been pursued.

Mr Matthews has recommended to Hollands that their storm water is routed to the ditch to the north on the western side of Whitecroft Road rather than into the Whitecroft road drains. Currently the storm water goes into their foul water drain which joins the public sewer in Whitecroft Road at the same place as the Eternit sewage is pumped to (before gravity takes it all to the pumping station at the corner of the recreation ground).

Mr Matthews was shown a copy of the Planning Committee's minutes asking for reasoned assurances from CCC, SCDC and Anglian Water that the Holland's development would not put Chiswick End at further risk of storm water or foul water flooding. He indicated his personal view that it was a very reasonable stance for the village to take.

77/04/10

Office Computer and Software:

As Mr Borgonon is absent it was decided to defer this item until the next Parish Council meeting.

78/04/10

Telephone Box:

Another parishioner has come forward and is offering to take charge of the phone box. At the moment the Clerk is awaiting a response from BT as to whether only Parish Councils are able to adopt. It was decided, at a recent meeting, that the Parish Council do not adopt the telephone box; however, it was felt that the recent request for the box to be turned into a small library with the responsibility handed over to a sub group, could be a worthwhile project and therefore merited further investigation.

Action: Clerk

79/04/10

Playground:

1. Monthly Report

All equipment is in good working order. The pitch is looking in reasonable condition for the remaining four matches. APB read out the subcommittee's report - Excessive damage has been caused to the football pitch this Spring due to over use during a prolonged period of cold and wet weather. It would appear that, at present, there is no control over the use of the pitch and no arrangements with regards to any maintenance and these points need to be addressed.

It was recommended that a Pitch Manager be appointed, Mrs J Fallon was proposed for this position and was prepared to accept, if the Parish Council approves. A fixture list needs to be produced for both Saturday and Sunday Clubs and updated by the clubs on a monthly

basis, informing the Pitch Manager. The Pitch Manager will have the final say if the pitch is unfit for play, based on her inspection.

With regards to funds, the matter is more complex. At present the Sunday Club pays £4.00 per player per match, giving £44 per match. When referee payments have been deducted it leaves little money for pitch repairs and replacing equipment. At the moment the Saturday (British Queen) club using the pitch makes no contribution, therefore a decision has to be made on how to proceed. Mrs Fallon will discuss funding with the Chairman of the Sunday Club and a figure will then be proposed. On agreement with the Parish Council this figure will then be applied to both clubs. **Action: JF**

2. Quotes for maintenance work

The sub committee is to meet soon and will investigate further the three quotes received for repairing or replacing the matting at the roundabout. CAL has looked at the matting and proposes that the matting be replaced. Clerk will have quotations updated.

3. May Fayre

Clerk awaiting the risk assessment. There is to be a £1 charge made for the event, however it is not clear how this can be achieved as there is a public right of way through the recreation ground area. It was suggested that the operators make a £1 charge for programmes. Clerk to enquire with Melbourn PC on how they approach this problem.

80/04/10

Yellow Lines at High Street and Station Entrance:

Clerk has met with Highways and been in contact with the police. With the information gained, it was proposed by SH and seconded by RAS that double yellow lines be installed where it is presently illegal to park. Cllr van de Ven will contact Richard Preston with the Parish Council's request, and that a map be forwarded to the Parish Council showing exactly where the yellow lines are to be painted. The other concern is that cars will park too near the chicane, Cllr van de Ven will enquire with Mr Preston if some sort of deterrent could also be imposed near the chicane. **Action: Cllr SvdV**

81/04/10

War Memorial:

JC attended the recent meeting which was well attended. The war memorial has been cleaned within the last 5 years, but some of the surrounding stone slabs may need attention. There are presently grants available for maintenance work for next year.

82/04/10

Correspondence and Clerk's Report:

The hedge at the village hall entrance has been cut back.

A parishioner on Elin Way reported that, when the foliage was cut back on the Recreation Ground it showed her property had no trellis. This is not a Parish Council responsibility, as the fencing was put up by the developers.

Highways will cut back the hedge opposite Eternit which is overhanging the Highway.

Clerk has ordered the 30 mph Speed Stickers.

Highways are aware of the damaged path near No. 47 Whitecroft Road, which was reported in February, and will be investigating. The path has been damaged during the building works.

Correspondence circulated: Melbourn and Meldreth Self Help Group, Royston & District Transport, COPE, the Clerk, Clerks & councils Direct, War Memorial info, War Bulletin, SLCC courses, LCR, Neighbourhood policing, Community Action, Flood Avoidance Notes, C & P Minerals and Waste, LDF - adoptions of Statement of Community Involvement and Supplementary Planning Documents, SLCC training seminar on Friday 18th June in Bretton, P'boro cost 25.00, email from GVB - various items, Small Business Engagement Accord, Predisposition, Predetermination or Bias and the Code

83/04/10

Councillors' Reports:

SCDC Cabinet Meeting on 23rd March- attended by JC and RAS

Elections:

The procedure for co-option of parish councillors was explained. In order for a replacement councillor to count as "elected" it needs 10 electors to call for an election. In this case all direct costs would be charged to the PC. However if a notice calling for councillors to replace a vacancy on the PC results in more than one candidate then the PC can vote on which candidate they wish to "co-opt".

PCs can request SCDC to change the number of councillors that they have – there is no pre-ordained number as many had supposed.

Aims, Approaches and Actions for 2010/11

A list of 12 targets will be going on SCDC's web site soon. Some highlights are:

- SCDC litterbins on all lay-bys on major roads
- 10% reduction in CO₂
- Move Marshalls
- Promote new businesses
- Promote community orchards

Size of Parish Precepts

In response to questions on whether SCDC intend to pass down more charges to PCs it was said that following the furore when footway lighting charges were passed down "there was no appetite at SCDC to do it again".

Review of Housing Services

The warden system will be retained paid by increased rents and improved housing subsidy. Their "responsive repair" service will go out to tender for private competition. Some councils are looking to assist with ground maintenance.

Section 106 Agreements

There is some concern on the need for a separate bank account for any Section 106 payments, as this would require additional administration and may mean lower interest income. The reasoning is that if monies are not spent within the time limit they have to be returned with interest. SCDC undertook to clarify.

RAS asked about Section 106 agreements by developers to make an educational provision (e.g. Holland's site) and whether it could be ensured that this should go to the village school concerned and not into the general CCC pot. The answer by Cllr. David Bard was "Yes – but only against specific needs for a specific school". In other words only if as a result of a new development more classroom space is needed. It was suggested that PCs needed to involve their county councillor as although SCDC negotiate such 106 Agreements CCC are responsible for the distribution of the money.

Village Facilities Budget

This budget will not be cut and £100,000 will be available for capital projects. Sports and Arts budget will also not be cut.

Refuse and Recycling

The new blue bin and its newspaper caddy were demonstrated. In due course a bag will be added for battery recycling. The blue bin introduction is intended to allow SCDC to meet a 65% recycling target. For blue bins (but not black or green) they will collect extra material in bags or the green boxes (which residents can keep) and there will be a blue bin carried on the vehicle for this purpose. All plastics (except film at this stage), cans and glass bottles will be collected and sorted by the contractor (the contract will go out to tender). Blue bins will be collected on the same day as green but not on the same vehicle.

Parish Planning Meeting on 31st March attended by PAR

Brief introductions about the Cambridgeshire Local Strategic Partnership (LSP), were given. This "influential" group had not really got going when Meldreth published their Parish Plan. Parishes are now encouraged to give a presentation at the start of LSP meetings and will continue to do so when the LSP is merged with Cambridge City. In Cambridge there are approximately 100 villages and at present there are only 55 published Parish Plans.

ACRE encourages parishes to refresh their plans after five years – including re-consulting residents via a questionnaire. They can help with advice and a "toolkit" but no money.

Parishes approaching the time to do a refresh all seemed worried about how to put together a Steering Group. It had been hard enough first time round and those who had been on the first team may need a lot of persuading to make the commitment again.

The other concern involved the question of how many questionnaires returned would give a true representation and therefore statistically valid data. ACRE believe that a 40% return is good, (Meldreth achieved a 72% return). At the moment there is still not a clear answer to the question as to how important a Parish Plan is for Quality Council Status. If greater devolution of powers and money to parishes does happen, evidence of a community supported Parish Plan is likely to be a requirement.

84/04/10 To receive details of cheques to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments:

1. Cheques for approval and signature including any additional payments:

Payments awaiting	Amount	VAT	Description	Power
Staff	£1217.78	0	salaries etc	LGA 1972 s112
J Damant	£ 107.33	0	expenses	LGA 1972 s113
G B Goodwin	£ 500.00	0	grass cutting	OSA 1906 2 9/10
J Chamberlain	£ 11.69	0	expenses	LGA 1972 s113
Cambridge Water Company	£ 26.04	0	Cemetery	PHA 1936 s125
Cambridge Water Company	£ 78.18	0	pavilion	PHA 1936 s125
Chubb fire extinguisher	£ 103.99	15.49	annual check	LGA 1972 s125
SCDC Rates	£ 38.05	0	cemetery	LGA 1972 s111
SCDC Rates	£ 284.90	0	office	LGA 1972 s111
SCDC Rates	£ 476.10	0	pavilion	LGA 1972 s111
SCDC	£1,727.15	0	Office rent	LGA 1972 s133
Cambridgeshire ACRE	£ 25.00	0	Membership	LGA 1972 s143

It was proposed by RAS and seconded by CAL that all payments were correct, all agreed. It was proposed by CAL and seconded by RAS that all additional payments were correct (shaded), all agreed. Cheques were then signed by CAL and JF.

2. Clerk's request to open an account with Stationery Cupboard in Royston.

It was proposed by APB and seconded by RAS that the Clerk open an additional stationery account with the Stationery Cupboard.

85/04/10 Financial Assistance for 2010/2011:

1. Royston & District Community Transport

It was proposed by JF and seconded by SH that a donation of £400 be made, all agreed.

2. Melbourn & Meldreth Self Help Group

It was proposed by SH and seconded by CAL that a donation of £300 be made, all agreed. Cheques will be made available at the next Parish Council meeting.

86/04/10 Holy Trinity Church:

1. Church wall update

APB read out a report stating that the wall in the footpath lane alongside the church is currently dangerous. APB suggested that the Church Warden contact the Diocese of Ely to get a structural engineer to investigate the problem. It was also proposed by CAL that the footpath should be closed, until further inspection has been made, JC seconded this but suggested that he would contact CCC - Parish Path Department to enquire on how the Parish Council should proceed, all agreed. Clerk to check with the insurance company. The Parish Council have, in the past, taken responsibility of the churchyard maintenance.

Action: Clerk, APB, JC

87/04/10 Parish Paths Partnership:

1. Report from Mr Chamberlain will be circulated.

Footpath 12 has some large holes, JC has contacted Andrew Stimson the Public Rights of Way Officer who is able to provide the material, to fill in the holes, but the Parish has to provide the labour. APB will investigate and report back to JC on how much material is needed to fill in the holes.

Action: APB/JC

2. Three one-day courses available at a cost of £35 per person, per course.

JC is unable to attend the meetings, SH will look and see whether he can attend. **Action: SH**

88/04/10

Burial Ground:

Rules and regulations - deferred until next meeting.

89/04/10

Parish Council Elections:

At present there is still no definite date for the General election, if one is called it will take place on the 6th May and this could have an effect on the Parish Council's elections.

Uncontested Election - when all nominations have been collected by SCDC and there is nine or fewer nominees for the nine parish council seats, then an uncontested election is declared, and no public election will take place. This would mean that the new councillors will take office on 10th May, and the next Parish Council meeting will be held on the 13th May; the scheduled meeting for the 6th May will be cancelled.

Contested Election - if there are more nominations than available seats, an election will be called; this will occur on 27th May and the new council will take office on 31st May. The Parish Council meeting will be on the 3rd June (already scheduled)

If there is a contested election there will be a regular Parish Council meeting on the 6th May. The proposed meetings for either the 13th May or 3rd June will be the Annual Parish meeting (AGM).

90/04/10

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

JF proposed that a donation be made to the school in recognition of the Centenary, this will be for their Stained Glass Window. Clerk to check the legality of this type of donation.

Agenda items for next meeting:

Church wall

Playground Maintenance

Bus Shelter roof tiles

Burial Ground

Computer

Yellow lines at Station Road

Telephone Box

91/04/10

Action Points: if not already covered:

CAL

Roof tiles on the bus shelter near the station - it would appear following a brief inspection that there are further damaged tiles. Quotation for works to be submitted. **Action: CAL**

92/04/10

Clerk's Appraisal:

In accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business, the public were temporarily excluded from the meeting. The clerk also absented herself and left the room.

Meeting closed to the public & press 10.15

Meeting reopened to the public & press 10.19

There being no further business the meeting closed at 10.20pm

Chairman

Date

These minutes are published and provided, and may be used, only on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from them or their use. For the avoidance of doubt the only legally acceptable version of the Minutes of Meldreth Parish Council are those signed in Public Meetings by the Chairman. They are available for public inspection from the Clerk