

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

**Minutes unApproved** of the Parish Council Meeting held Thursday 2<sup>nd</sup> May 2013, 7.30 p.m. in the Green Room of Meldreth Village Hall.

**Present:** Mr S Hawkins (SH) Chairman, Mr R A Searles (RAS) Vice-Chairman, Mr G V Borgonon (GVB), Mr J Chamberlain (JC), Mrs C.J. Fallon (JF), Mr C. A. Land (CAL), Mr N Pellatt and Mr D Stewart (DS)

**In attendance:** J Damant (Clerk), Cllr van de Ven (CCC)

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- 025/05/13 Election of Chairman**  
RAS took the Chair. JC nominated SH, seconded by GVB all in agreement. SH agreed to stay as Chairman for the next year.
- 026/05/13 Election of Vice-Chairman:**  
SH nominated RAS, seconded by GVB all in agreement. RAS agreed to stay as Vice Chairman for the next year.
- 027/05/13 Declaration of Chairman and Vice-Chairman's Acceptance of Office and Agreement to Abide by the Code of Conduct:**  
RAS and SH signed their Acceptance of Office, witnessed by the Proper Officer.
- 028/05/13 To receive any apologies for absence:**  
Apologies have been received from Mr A P Burlton.
- 029/05/13 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:**  
There were no interests declared.
- 030/05/13 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 present. They reported that they were unable to find the agenda for April's meeting on the website, GVB stated that it was put on five days prior to the meeting, but will check the system. Agenda's are always on the notice board and website three days prior to the meeting.
- 031/05/13 To sign and approve Minutes of meeting dated 4<sup>th</sup> April 2013:**  
The minutes were proposed by DS, seconded by CAL to be a true record, agreed by all. They were then signed by the Chairman.
- 032/05/13 Councillors' to sign their Register of Interests:**  
There were no reported changes, Councillors to sign at next month's meeting.
- 033/05/13 Election of Planning Committee:**  
It was proposed by SH that the Committee to stay with the current members, all agreed. DS was nominated by SH to be included, seconded by GVB all agreed.  
**Planning Committee: SH, RAS, APB, CAL, JC, JF and DS**
- 034/05/13 Elections to the following: Working Groups/Key Representatives and Trustee:**  
It was proposed that if all Councillor's were in agreement to carry on with their respective groups that they should remain, seconded by RAS all agreed.
- i) Cemetery Working Group:**  
Mr C A Land, Mrs C J Fallon and Mr A P Burlton – Meldreth Parish Council unanimously approved the election of these representatives for the year 2013/2014. The Clerk will act as an observer.
- ii) Meldreth Recreation Ground Working Group:**  
Mr C A Land, Mrs C J Fallon, Mr N Pellatt, Mr A P Burlton – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2013/2014.
- iii) Finance Working Group:**  
Mr S Hawkins, Mr G V Borgonon. Mr N Pellatt, Mr R A Searles and Clerk – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2013/2014.

**iv) Village Hall Representative:**

Mr N Pellatt - Meldreth Parish Councillors' unanimously approved the election of Mr Pellatt to be the representative for the year 2013/2014.

**v) Triggs Charity Representatives:**

Mrs C J Fallon, Mr S WJ Chamberlain – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2013/2014

**vi) Parish Charities Representatives:**

Mrs C J Fallon, Mr G V Borgonon – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2013/2014

**vii) Melwood Conservation Representative:**

Mr G V Borgonon - Meldreth Parish Councillors' unanimously approved the election of Mr Borgonon to be the representative for the year 2013/2014.

**viii) Parish Paths Partnership (PPP) Representative:**

Mr S W J Chamberlain - Meldreth Parish Councillors' unanimously approved the election of Mr Chamberlain to be the representative for the year 2013/2014.

**ix) River Mel Restoration Representative:**

Mr S Hawkins - Meldreth Parish Councillors' unanimously approved the election of Mr Hawkins to be the representative for the year 2013/2014.

**x) Flood Avoidance Sub Committee:**

Mrs C J Fallon, Mr R A Searles – Meldreth Parish Councillors' unanimously approved the election of these representatives for the year 2013/2014.

**xi) 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 2013/2014

**xii) SPEP:**

Mr G V Borgonon - Meldreth Parish Councillors' unanimously approved the election of Mr Borgonon to be the representative for the year 2013/2014.

**xiii) Melbourn Area Youth Development:**

Mr Derek Stewart - Meldreth Parish Councillors' unanimously approved the election of Mr Stewart to be the representative for the year 2013/2014.

**xiv) Tree Officer**

Mrs J Montague Fuller is currently the Tree Officer, Clerk to confirm that she is still willing to carry this on. If not then another representative will need to be found. The position does not have to be a parish councillor.

**Action: Clerk**

035/05/13

**Matters arising: (no actions information only)**

War memorial cleaning, quotations received still investigating if grants are available

036/05/13

**Planning:** Cllrs. Hawkins, Searles, Burlton, Chamberlain, Fallon and Land (Full details of planning meetings are available via the Clerk, website or notice board.

**Planning meeting for 18<sup>th</sup> April 2013**

**Malton Farm, S/0411/13/LB** - Erection of post and rail fence within curtilage of listed building  
Parish Council recommends **Approval** with no comments

**102 High Street, S/0570/13/FL** - Rear extension and new garage/office

The Parish Council recommend 'No Recommendation' with comments:

The Parish Council feel that it is not possible to comment on this application as it has been presented as there needs to be a Change of Use for the land from Business Use to Residential for the loss of the car parking spaces from the pub. The Parish Council have been advised by the Planning Officer that a revised application has been requested.

**SCDC Decisions:** 3 Gables Close, S/0293/13/FL – permission has been granted for Change of Use of land to garden and erection of boundary fence.

**Planning meeting 2<sup>nd</sup> May 2013 (verbal report)**

No Meeting

037/05/13

**Kneesworth Road (Mettle Hill):**

- RAS reported that the transaction has now been completed and the land belongs to Meldreth Parish Council.

A site meeting for all councillors will take place on 7<sup>th</sup> May at 6pm.

- Keep out signs have been ordered. The site now needs to be included onto the Parish Council's insurance policy.

**Action: Clerk**

038/05/13

**Report from District Councillor:**

There is no District Councillor report.

039/05/13

**Report from County Councillor:**

1. Street lighting: High Street Yew tree light – Balfour Beatty has discussed this with the owners, and offered to move the lamp, but the owners have instead offered to trim the tree. The difficulty is that moving the lamp to another location would introduce other problems. Thanks to Balfour Beatty for following this up.

The column at the corner of Fenny Lane and North End still needs the lantern put on top.

2. Cllr van de Ven has been in contact with Highways concerning flooding at the junction of Whitecroft Road/Station Road, it would appear that the ditch along the corner is causing a restriction in water flow. Clerk to write to the residents. **Action: Clerk**

It was also suggested that the Flood Avoidance Working Party should also monitor this.

3. A resident of the bungalows at the bottom of Whitecroft Rd rang to express concerns about water accumulation in back gardens, though no damage to property. It was explained that the Marys Way development should have improved drainage, in this area, but it is good to keep an eye on it.

4. The Highways department has been completely restructured. Many people have taken voluntary redundancy and there is a loss of experience in the team.

5. The County Council has published its 'Transport Delivery Plan' for the coming year and in spite of the commitment to spend £90 million over five years on upgrading the highway network (including roads, pavements and cycle paths), the whole of South Cambs is to get a little over £100K. Of the six Melbourn Division villages, only one will get anything at all apart from reactive pot hole filling and emergency repairs, and that is Little Chishill which will get a bit of highways resurfacing.

6. Noise disturbance from generator at Eden Farms, Station Yard: Having been contacted by a number of residents Cllr van de Ven has contacted South Cambs Environmental Health received this answer:

**Subject:** RE: Continuing 24 Hour Compressor Noise - Eden Farm Ltd, Station Yard, Meldreth. *I confirm I have visited the site and been in contact with the company in question. The site has been undergoing an electrical upgrade which will involve an alternative connection of to the main supply. The company has suggested information had been distributed to the local residents advising them the expected deadline for completion of the works was going to be June/July this year. The process requires following of a legal process that is time consuming and it is expected this will still be the estimated completion time. Eden Foods are awaiting further confirmation from UK Power Networks, which they expect any time now. In the meantime a makeshift barrier has been erected around the temporary generator (which has been agreed as being insufficient). In view of this, and the fact that the power consumption from plant on the site has been less than expected, a new, smaller generator is being investigated. The smaller generator will be quieter and has an acoustic cover attached, which will reduce noise levels further. I am currently awaiting an update as to the current situation in this respect. Insulating the current generator with material is not practical as it will interfere with airflow possibly leading to overheating.*

040/05/13

**Village Maintenance:**

- Tree at war memorial to investigate if the metal work can be removed, SH, RAS and APB to meet. **Action: RAS, SH, APB**

- Old notice board to be erected at Whitecroft Road/Elin Way next week.

**Trees:**

- Trees situated on the land near the Community Rooms have been addressed, one has been removed and the other has been cut back.
- A large tree on Elin Way (No. 43-45) has been reported to SCDC to see who is responsible (SCDC or the householder). The tree will need cutting back as it is obscuring the light. Clerk awaiting response.
- The overgrown Cherry Tree on the corner of Whitecroft Road/Howard Road has also been reported to SCDC
- Overgrown trees on Bell Close.

Clerk is awaiting a response on all tree matters from SCDC and CCC, as to who is responsible. **Action: Clerk**

041/05/13

**Playground:**

1. Monthly Report

All equipment appears to be in good working order. Clerk is currently looking at a cheaper option in getting the horse installed. Awaiting quotations. Dog signs will be erected next week. The railing area has been measured and presently awaiting quotations. The weather is now getting finer so a working party to be set up to paint the equipment.

2. Ditch clearing, the ditch still needs cleaning Clerk to contact MD Landscapes to see when this will be done. There is also a tree which is leaning across the ditch which also needs to be removed.

**Action: Clerk**

**042/05/13**

**Dates for the village meeting:**

The Annual Village Meeting will be held at the primary school on May 23<sup>rd</sup>. Meeting will commence at 7.30pm but the room will be open from 6.30 for residents to browse the displays. Organisations will need to inform the Clerk if they wish to be represented as boards and fixings need to be arranged. Set up will need to take place earlier, Clerk to confirm with the primary school what time organisers can enter the building. The History Group have kindly donated their display boards for the evening and the village hall have loaned their chairs. There has been a lot of interest so far and it is hoped that more organisations will like to join the event.

Another meeting has been scheduled for 16<sup>th</sup> May at 7pm (this will follow on from the planning meeting).

**Action: All Cllrs**

**043/05/13**

**Correspondence and Clerk's Report:**

Clerk has had concern raised over some of the verge cutting where some householders have chosen to cut their own verges – this has now been rectified and the grass cutter has been informed.

Holy Trinity Church expressed their thanks for the work which has recently been carried out in the Churchyard.

Tree guard – Clerk has been in contact with Mr Simon Damant (National Trust - Wimpole) in regards to gaining a tree guard for the proposed tree at the war memorial. Mr Damant is currently away but has indicated that an old guard would be available for a donation to the National Trust. The guard would be the same as that already in situ at the recreation ground.

**Action: Clerk**

**044/05/13**

**S106 Agreement:**

Signing of the indemnity for the monies payable under the S106 Agreement for 63 High Street (Mr R A Searles and Mr S Hawkins). To be completed during the month.

**Action: SH/RAS**

**045/05/13**

**Recreation Ground:**

Electrical inspection for the pavilion. It was felt that the five year inspection would be sufficient the next inspection is due in 2015. Electrical equipment used by outside parties must have a relevant PAT test to be used on site, this will be included onto the Football contracts.

**Action: Clerk**

RoSPA report has been received, Clerk has asked Dave Chappel to look at the chicken spring to see if a better bolting system can be used. Rest of the report is in accordance and there are no high risk factors to consider.

Chubb fire extinguisher: due to new regulations a new small powder extinguisher has now been placed in the pavilion, this extinguisher now belongs to the Parish Council as it is not a rental one, it will be checked annually along with the foam and Co<sub>2</sub> extinguishers already in situ.

**046/05/13**

**Village Hall Carpark:**

APB awaiting quotations.

**Action: APB**

**047/05/13**

**Parish Paths Partnership:**

Fp6 chippings have been laid at Topcliffe styles and on the path near to Topcliffe Mill.

Fp4 the rotten planks on the bridge over the ditch have been replaced, though further work will be needed at a later date.

SH will organise the construction of steps from Flambards bridge (fp14) to the junction with Fp6. Edging boards have also been purchased and will be placed between the rail crossing and Flambards bridge, this will be done before the chippings are laid.

Fp6 wood chippings have been ordered for Woopack Way, they will be laid towards Melwood and from the British Queen to Topcliffe meadow.

JC has inspected many of the footpaths and noted that a large tree is overhanging fp12, this has been reported to Mr Gaskin (CCC).

Fp9 the verges need to be strimmed on the Melbourn bypass side.

Next committee meeting will be 20<sup>th</sup> May 2013.

048/05/13

**Whitecroft Road:**

- MHI scheme – decision will be made later in May.
- repositioning of the interactive speed sign – a meeting is to take place with RAS, DS and Cllr van de Van and Highways to discuss if the sign can be repositioned and what the costing will be. **Action: RAS, DS, sVdv**
- resurfacing of the road near the Jephson site – Jephson are responsible and have to make sure that the road is serviceable and repairs are made.

049/05/13

**Foxton, Shepreth & Meldreth Rail Users Group:**

- request to have the kissing gate replaced at the end of the footpath near the station. Clerk has met with Highways to look at the gate and to see if there is an alternative system. The recommendation from Highways is:  
*'Further to our meeting yesterday at the kissing gate off High Street I would confirm the gate is the most secure access to and from the footpath. The only alternative would be to create a "chicane" at the entrance to the footpath with two offset sections of concrete post and steel rail fencing. This would improve the accessibility but reduce the security. It would not be possible to place railings near the kerb along High Street at the entrance to the footpath due to the proximity of a large buried chamber belonging to British Telecom'. It was felt that because children can run and cycle down this path that the gate is the best deterrent that stops them from running out onto the busy High Street. Disabled access has been introduced to the front of the station.*
- It was agreed to write to the Rail Users Group with this information, noting that as an alternative disabled access is available, that the PC does not own this access route to the station and the kissing gate dates from the 1850s that it does not support the requested action. **Action: Clerk**

050/05/13

**Councillors' Reports:****JC**

Flooding has been reported at the junction of Elbourn Apples property.

**DS**

MAYD's meeting for the 9<sup>th</sup> April did not take place. A draft action plan has been carried out. At the moment there are only two attendees from Meldreth attending the youth club.

**NP**

Football contract now mentions the May Fayre restrictions but needs to include an item concerning electrical implements.

**JF**

Has received correspondence from a resident who is concerned about the state of the verges along North End which are being churned up by tractors, this is causing large ruts and many of the ditches in the area are being filled in with mud and debris causing a flooding issue. Clerk to contact local farmers so see if more care can be taken by the drivers so as to not churn up the verges. **Action: Clerk**

Has received complaints concerning vehicles parking along the High Street near the Gables. It was originally thought that the works being carried out in this area was the main reason for the extra vehicles, this now does not seem to be the case as there is still an increase in parked cars. No law is being broken in cars parking in this area but it does cause a safety problem as there is nowhere for cars to pull in for oncoming traffic. To be monitored.

**RAS**

Another issue in North End is speeding vehicles, a recent survey carried out by the police in this area shows that vehicles are going too fast. Clerk to ask Highways if a sign can be erected warning vehicles of slow moving farm traffic. North End is still a rural road and farm vehicles will use it. **Action: Clerk**

051/05/13

**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 for approval**

Talk Talk	£ 15.31	Broadband	TCA
Staff salaries	£ 943.51	April salaries	LGA 1972 s112
Inland Revenue	£ 130.48	April PAYE/NI	LGA 1972 s112
Talk Talk	£ 15.31	Broadband	TCA
LCR	£ 16.00	Annual membership	LGA 1972 s144
Staples	£ 155.00	Filing cabinet	LGA 1972 s113
RoSPA	£ 143.40	annual inspection	LGA 1972
Harlton Parish Council	£ 42.00	JF & DS training	LGA 1972
Mr A P Burlton	£ 28.55	Boots for Mick	LGA 1972 s113

Cambridge Water	£ 30.33	Water for Cemetery	OSA 1906 s9/10
Cambridge Water	£ 92.36	Water for Pavilion	OSA 1906 s9/10
D P Garden	£ 514.16	March grass cutting	OSA 1906 s9/10
D P Garden	£ 15.00	chip clearing	OSA 1906 s9/10
D P Garden	£ 514.16	April grass cutting	OSA 1906 s9/10
Mr G V Borgonon	£ 10.00	web hosing	LGA 1972 s113
Mrs J Towner	£ 70.00	Office admin	LGA 1972 s113
D Chappel	£ 185.00	Bus stop repairs	OSA 1906 s9/10
D Chappel	£ 151.00	Notice Boards	OSA 1906 s9/10
PWLB	£2,189.69	May Loan repayment	LGA 1972 s113
S Hawkins	£ 33.29	supplies for fp6	OSA 1906 s9/10
S Hawkins	£ 43.14	supplies for fp6	OSA 1906 s9/10
S Hawkins	£ 331.68	supplies for fp6	OSA 1906 s9/10
<b>Additional items</b>			
Mr D Indaco	£ 18.40	Fp 4 bridge repairs	OSA 1906 s9/10
J Towner	£ 30.00	clerk cover	LGA 1972 s113
Meldreth Landscapes	£ 30.00	concrete for Topcliffe	OSA 1906 s9/10
Chubb Fire	£ 96.78	powder extinguisher	LGA 1972 s
Birketts Solicitors	£1,635.60	Mettle Hill	LGA 1972 s

All payments proposed by CAL, seconded by RAS all agreed. Cheques were signed by RAS/GVB.

The additional payment to Birketts was proposed by RAS, seconded by SH all agreed. The monies for this will come from the fighting fund.

2. Internet banking – still being set up.

**Action: Clerk**

3. Audit – will be going to the internal auditor next week and figures sent to councillors.

**Action: Clerk**

Additional item: Mary Course – money to be allocated to the primary school.

**Action: RAS/CAL**

**052/05/13**

**Burial Ground:**

1. Rabbit fencing
2. Removal of earth
3. Working Party date to clear and clean grave stones

All the above will be looked at in June by the Clerk.

**Action: Clerk**

**053/05/13**

**Agenda items for the next meeting:**

Councillors Register of interests  
 Financial Risk Assessment  
 Asset Register  
 New Code of Conduct  
 Mettle Hill  
 MHI  
 Recreation Ground and Play Equipment  
 PPP

**054/05/13**

**Action Points: if not already covered:**

The bus shelter on North End will be repaired within the next couple of weeks.

Calendar for meetings to be done.

There being no further business the meeting closed at 9.45pm (21:45 hrs). The next meeting will be held on June 6<sup>th</sup> at 7.30 pm in the Green Room of the Village Hall.

\_\_\_\_\_  
 Chairman

\_\_\_\_\_  
 Date

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