

**MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Annual Parish Meeting held Thursday 5<sup>th</sup> June 2014 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, Mrs C.J. Fallon (JF), Mr C A Land (CAL) Mr N Pellatt (NP) and Mr D Stewart (DS)

**In attendance:** J Damant (Clerk), Cllr S van de Ven (CCC) and Cllr P Hart (SCDC)

**Guest Speaker:** Mr James Fisher, Planning Officer SCDC who will speak to the Council about Community Infrastructure Levy (CIL) which will be replacing S106 payments.

**133/06/14 Election of Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:**

It was proposed by Mr C A Land that Mr S Hawkins remain as Chairman, seconded by Mr D Stewart. Mr Hawkins agreed to this, all were in favour. Mr S Hawkins was voted in as Chairman to the Council and signed the Acceptance of Office and Agreed to Abide by the Code of Conduct, witnessed by Mrs J Damant the Proper Officer.

**134/06/14 Election of Vice-Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:**

It was proposed by Mr S Hawkins that Mr R A Searles remain as Vice Chairman, seconded by Mr C A Land, Mr Searles agreed to this, all were in favour. Mr R A Searles was voted in as Vice Chairman to the Council and signed the Acceptance of Office and Agreed to Abide by the Code of Conduct, witnessed by Mrs J Damant the Proper Officer.

**135/06/14 Declaration of Elected Parish Councillors to sign their Acceptance of Office and Agreement to Abide by the Code of Conduct:**

All Councillors signed their Acceptance of Office and Agreed to Abide by the Code of Conduct, witnessed by Mrs J Damant the Proper Officer.

**136/06/14 To receive any apologies for absence:**

There were no apologies as all councillors were present.

**137/06/14 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.

**138/06/14 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 were no public in attendance.

Mr James Fisher, Planning Officer at SCDC addressed the council and gave a presentation on the changes which are about to occur regarding the change from S106 to Community Infrastructure Levy (CIL) contributions.

Please see Appendix A

At the moment under S106 Parish Council's receive monies for new development in the village and this is based on bedrooms, with CIL this will change. Parish Council's will receive 15% and it will be based on square footage and there will be some exceptions to this, affordable housing will no longer be included and self-build houses will be exempt. However, it is suggested that there will be a freer allocation on what parish council's may spend the money on. Under S106 there are strict guidelines and these will be relaxed under CIL.

Under S106 if the monies received have not be spent after 10 years then the funds have to be returned to the developer, this will also change as under the CIL the monies received from SCDC will be in the form of a grant. However, SCDC may recall after 5 years if not spent. A record of what funding is being spent on has to be sent to SCDC on an annual basis, this information will also be online. It is hoped that this scheme will be adopted by April/May 2015 and for a time both schemes will be running together.

Self Builds are developments for personal use, ie they are not being built by developers.

Reg123 – Primary school provision is not on the list as contributions come under CCC. It is requested that Parish Council's list and inform SCDC of what projects they are working towards to gain CIL funding. Parish Council's will also be able to work together on a combined project and they will also be allowed to bid for extra funding.

SH thanked Mr Fisher for his time and that the Parish Council were grateful for his assistance.

- 139/06/14 To sign and approve Minutes of meeting dated 1<sup>st</sup> May 2014:**  
The minutes were proposed by CAL and seconded by JF, all agreed. The Chairman then signed the minutes as a true record.
- 140/06/14 Councillors' to sign their Register of Interests:**  
Register of Interests were given to all councillors for completion. They are to be returned to the Clerk who will then send them to the Monitoring Officer at SCDC. This information will also be put online with SCDC.
- 141/06/14 Co option of new councillors:**  
Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election. There are presently 3 vacancies. The Clerk has now received confirmation that the Parish Council can proceed with co-opting new councillors. A notice will be put on the notice board and in Meldreth Matters. Looking to co opt in September. **Action: Clerk/SH**
- 142/06/14 Report from District Councillor:**  
SH along with the rest of the Parish Council welcomed Cllr P Hart as the newly elected District Councillor for Meldreth.  
Cllr Hart attended the recent Station Yard meeting where the noise report was given verbally from SCDC. It is proposed to have a barrier erected at Eden Farm on the Valley Farm side. Most of the noise being reported recently is heard during the night and better working practices should help with this.  
Cllr Hart would be interested in leading another working party for Mettle Hill to see if this can be moved forward. The Parish Council welcomed her help. Cllr Hart also reported that the new stained glass window has now been installed at the primary school to commemorate the schools centenary. Cllr Hart is on the Scrutiny Committee and on the sub committee for planning and civic affairs.
- 143/06/14 Report from County Councillor:**  
Cllr van de Ven has been in contact with the land owner concerning the tall Leylandii trees on North End.  
The Park & Ride car parking charges will be introduced in July however, Cllr van de Ven has been unable to get a satisfactory answer concerning disabled drivers.  
Cllr van de Ven has also had correspondence concerning the plum trees on the recreation ground which may need to be looked at as they are now blocking out residents' light. JF will look and report back to the clerk. **Action: JF/Clerk**  
Melbourn would like to include Meldreth into their Mobile Warden scheme and are waiting to hear from Meldreth. Clerk reported that this had been done via email to Jose Hales, Cllr van de Ven will find out who the Clerk should contact. **Action: SvdV/Clerk**  
Can all highway concerns be addressed via their website as they now have to be logged.
- 144/06/14 Bury Lane Solar Park:**  
RAS reported on the possibility of getting Community funding from the solar farm developers had been raised by SvdV. However he felt that this was premature as the planning application for this development has not been completed e.g. The landscaping plans as conditioned had yet to be submitted. Once this has been completed then there should be no reason why the parish council could not get involved with requests for a contribution for the benefit of Meldreth. Under S106 there is no requirement for developers to give money to the community however the government have said that developers should help the community. SH agreed with RAS that it would be better to wait until all the finer details of this application have been resolved. The parish council should not be seen to be involved in any dealings regarding payment at this stage as SCDC's legal officer said "you cannot buy planning permission".  
Cllr van de Ven reported that there is an agreement that Parish Councils may negotiate for a contribution at any time during the planning process – however on looking at the wording of this it was ambiguous and RAS said he read it as after the planning process.
- 145/06/14 Community Infrastructure Levy:**  
See item 138/06/14
- 146/06/14 Election of Planning Committee: SH, RAS, DS, JF, CAL, NP**  
SH proposed NP be a member of the Planning Committee, seconded by RAS all agreed. Remaining Planning Committee will remain the same.

147/06/14

**Elections to the following: Working Groups/Key Representatives and Trustee:**

\*Due to there only being six elected councillors this item may need to be revisited once new councillors have been co-opted/elected onto the council. It was proposed by SH that the remaining councillors remain on the allocated groups, seconded by RAS all agreed.

- i) Cemetery Working Group:  
Mr C A Land, Mrs J Fallon, Clerk
- ii) Meldreth Recreation Ground Working Group:  
Mr C A Land, Mrs J Fallon, Mr N Pellatt
- iii) Finance Working Group:  
Mr S Hawkins, Mr R A Searles, Mr N Pellatt, Clerk
- iv) Village Hall Representative:  
Mr N Pellatt
- v) Triggs Charity Representatives:  
Mrs J Fallon, Mr J Chamberlain
- vi) Parish Charities Representatives:  
Mrs J Fallon
- vii) Melwood Conservation Representative:  
Mr Graham Borgonon
- viii) Parish Paths Partnership (PPP) Representative:  
Mr J Chamberlain
- ix) River Mel Restoration Representative:  
Mr S Hawkins
- x) Flood Avoidance Working Group:  
Mrs J Fallon, Mr R A Searles, Mr P Ray, Cllr van de Ven
- xi) Mary Course School Fund Representatives:  
Mr R A Searles, Mr C A Land
- xii) SPEG:  
Mr D Smith
- xiii) Melbourn Area Youth Development: (MAYD)  
Mr D Stewart
- xiv) Tree Officer  
Vacancy

**New Group:**

Mettle Hill Redevelopment Working Party – Cllr Hart will lead this group. SH proposed that RAS and he be the parish Council representatives for continuity. RAS agreed and agreed by all.

148/06/14

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

The railings along the play area have now been completed.

149/06/14

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

Planning Meeting held on 22<sup>nd</sup> May 2014

**15 West Way, S/0658/14/FL** -First floor single storey extension above existing garage conversion. Amended Plans. Recommendation – **Refusal with comments** :- Please see comments to original application, The committee that a ridged tiled roof and brick facings would be more in keeping with the street as opposed to Flat Roof and tile and timber facings which are not in keeping with the building .

**Valley Farm, Station Road, S/0903/14/FL** - Demolition of existing extensions. Erection of new side & rear extensions. Recommendation – **Approval with comments**:-This is a good application in keeping with the area and superior to previous applications.

**63 High Street 'The Chapel', S/0920/14/NM** - Non material amendment to S/1200/13/FL for alterations to garage roof height, roof materials and design. This is for Information Only – no comments needed.

**82 High Street, S/0831/14/NM** - Non material amendment to S/1589/13/FL for removal of proposed rear car parking, retention of front driveway gates and removal of three roof-lights. This is for Information Only – no comments needed.

**SCDC Decisions:** - S/0089/14/FL, 104 High Street has been granted permission for erection of new commercial unit, conversion of existing barn into 2 no. residential units.  
S/0157/14/FL, 32 Chiswick End has been granted permission for a single front extension to existing bungalow.

Planning Meeting 5<sup>th</sup> June 2014 – Verbal Report

**118-120 High Street, S/0962/14/LB** - Internal alteration required to re-instate property to single family house: To move kitchen and bathroom to re-fit old kitchen as library. The Planning Committee recommend Approval with no comments.

**44 Flambards Close, S/1093/14/FL** - Single storey side extension The Planning Committee recommend Approval with no comments.

**63 High Street (The Chapel), S/1143/14/FL** -Erection of garage.The Planning Committee recommend No Recommendation with comments. 'If SCDC are minded to approve the application the Planning Committee suggest that a condition be imposed to prevent it being turned into living accommodation without permission.

**23 North End, Appletrees Cottage, S/0680/14/FL** - Two storey rear extension and part single storey rear extension. The Planning Committee recommend No Recommendation with no comments.

**126 High Street, C/11/17/071/02** - T1 (20% reduction), T2 (deadwood); T3 (fell); T4 (20% reduction); T5 (fell); T6 (8m off top and 3m of tip ends over the road; T7 (30% reduction). The Planning Committee are pleased to see that the trees will be preserved for the future.

SCDC Decisions:

**19 Whitecroft Road, S/1336/13/FL** has been granted permission for erection of dwelling with revised parking and turning for existing dwelling (amended design pursuant to planning permission ref S/1801/10).

**Biddall's Blvd, Showman's Site, Kneesworth Road,S/2607/12/VC** has been granted permission for variation of condition 9 of planning permission S/0177/03/F to allow an increase in the number of plots from 11 to 21.

**150/06/14**

**Annual Village Meeting 2014:**

RAS to approve the notes which will be sent to Meldreth Matters for September's (August's) edition. Items raised:

Car Park, the parish council are presently gaining tenders to have the surface of the car park redone.

Mettle Hill, RAS gave a presentation using the new projector and screen which was a great help and allowed people to see just how large the actual area of the Mettle Hill site is.

Questions were raised about what will be happening with the land and it was reported that the first project is to clear and make the area secure. Once that has been achieved the ideas of how to proceed will be put to a village meeting.

**151/06/14**

**Maycroft Invitation:**

Clerk to enquire with Cllr van de Ven.

**Action: Clerk**

**152/06/14**

**Playground:**

1. Monthly Report. The equipment appears to be in good working order. Rospa have carried out their annual check and the items outlined have been addressed. New platforms are needed on the roundabout. The wooden platforms of the rocking horse will be sanded down, and spring horse has new hand and foot holds. The edging at the chicken spring will be filled in.

The hedge around the new fence needs to be removed. Quotation for works needed.

**Action: Clerk**

The bench in the play area will have a new plank.

The new double gate needs a lock. A key to be given to the grass cutter.

Because the new single gate is being left open it was agree that a self closing mechanism should be fitted. Clerk to contact contractors to enquire what the best option would be.

People are leaving the gate open.

**Action: Clerk**

Clerk to get 'Please Close the Gate' and "No Dogs" sign.

**Action: Clerk**

New litter bin to be installed.

The equipment will now be painted.

**Action: JF/CAL**

- 153/06/14 Melbourn Liaison Issues:**  
 - MAYD. DS reported. Originally MAYD was set up to run as a youth club and Meldreth supported Melbourn as Meldreth no longer had a youth club and it was felt that the youth in Meldreth should be able to attend so funding was given. The constitution is presently being looked at. The accounts have also been done. Meldreth have received a request which will be discussed by the Finance Group.  
 - Lunch Club. Catalyst are no longer running the Melbourn and Meldreth lunch club. Melbourn Parish Council are presently holding the funds with the aim to reopen the club. Awaiting response from Melbourn to see what the official situation is. In the past Meldreth paid £300 per annum which covers the liability insurance. There was one member from Meldreth attending the lunch club before it ceased.
- 154/06/14 Mettle Hill:**  
 Cllr Hart will set up a working group with SH and RAS and other members of the community to move this item forward.
- 155/06/14 Correspondence and Clerk's Report:**
- Rospa have broken down their invoices and the Parish Council have been paying for a disability inspection, this has now been removed. However, this can be put back onto the inspection when there is new equipment which is specifically designed for disabled access.
  - Benches and bus shelters have been maintained.
  - Have not heard back from Heidi Duffet concerning putting in a new dog bin at the recreation ground. If the parish council pay for a new bin will the local authority empty it?
  - Clerk training day at a cost of £25.00 – proposed by SH, seconded by RAS all agreed.
  - Correspondence received concerning the drain opposite the village shop – Mike Cooper is looking into this.
  - Howard Road, the pallets have now been removed but the area is still looking un-kept.
- 156/06/04 Audit 2014**  
 It was proposed by SH to accept the audit, seconded by RAS all agreed. Chairman and the Clerk then signed the Annual Return.
- 157/06/14 Village Hall Car park:**  
 Quotations have been received and will be looked at by Richard Remnant to make sure that all tenders have been quoted correctly.
- 158/06/04 Posting of final minutes on the website:**  
 It was suggested that the draft minutes be posted onto the website but these are to be replaced once the signed minutes have been agreed. Clerk to contact Mr Borgonon to put this into action. **Action: Clerk**
- 159/06/14 Speedwatch and Signage:**  
 - bollards for Fenny Lane/Whitcroft Road have been ordered.  
 - clearing of ivy from trees. Clerk has contacted the landowner.  
 - cut back of the hedge at the corner of Fenny Lane and Whitcroft Road – Clerk has sent letter to Eternit to request this part of the hedge be cut back.
- 160/06/14 Parish Paths Partnership:**  
 Mr Chamberlain will report on a quarterly schedule.
- 161/06/14 Councillors' Reports:**  
**RAS**
- RAS asked if the minutes can remain on the notice board until the new one's are ready to be posted. Clerk informed the council that unless the minutes were made smaller this may be difficult as the minutes are removed when the new agenda and in some cases a planning agenda have to be posted and there is little room for all. One possibility is to reduce the minutes to A5, however this was done in the past and complaints were received. Clerk to see what can be done. **Action: Clerk**

- Minor Highway Improvement Scheme (MHI) – RAS met with John O'Donnell (CCC) and Cllr van de Ven at the Fenny Lane junction where traffic calming measures were discussed. One suggestion from Mr O'Donnell was to put in a request, using the MHI, to ask for a gateway to be introduced, these are gates placed when entering villages. It is proposed that they would be placed on the other side of the 5 Acres entrance, towards Kneesworth, SH suggested that it might be advantageous to put them on the Whaddon Road as well. RAS will extract information supplied by Mr O'Donnell and circulate it. CAL enquired as to the positioning as there are already problems in the area with signage. RAS reported that when they were on site with members of 5 Acres and the position of the speed limit sign was discussed as it was reported to be limiting visibility for drivers exiting 5 Acres. CCC suggested that if the hedge was cut back the problem might be resolved. Residents from 5 Acres will cut the hedge back once the nesting season is over. **Action: RAS**
- RAS also stated that at the meeting on the Station Yard concerning excess noise, most of the issues have been addressed and it was casual noise being heard at night which was causing current issues. Better working practices during night-time hours should address this.
- RAS reported on the Transport Strategy. Consultation is now out 5<sup>th</sup> June - 11<sup>th</sup> July, comments are requested on the draft Long Term Transport Strategy for Cambs. [www.cambridgeshire.gov.uk/LTTS](http://www.cambridgeshire.gov.uk/LTTS). RAS suggested that councillors read the report. It is suggested that 72,000 houses will be built in the Cambridgeshire area and these include Bourne Airfield and West Cambourne, both of which may have an effect on traffic density on the A1198 and possible rat running through Meldreth. It is also expected that the platforms at the station are due to be extended and fast trains to London will stop in Meldreth. The new developments, though not near Meldreth, may have a knock on effect on the village. RAS will draft a comment and circulate to the council for approval. **Action: RAS**

JF

The nettles in the alley need to be removed this is from the High Street to Whitcroft Road. Clerk to ask the grass cutting. **Action: Clerk**

SH

The hedge at the junction of Flambards and High Street, needs cutting back. In the past this was agreed to be the responsibility of Highways. Clerk to request it to be cut back. **Action: Clerk**

Cars are parking on the yellow lines adjacent to Allerton Terrace, Clerk to ask the PCSO to monitor. **Action: Clerk**

162/06/14

**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 for approval and signature including any additional payments:**

**Payments already made**

Staff	£ 1108.30	May salaries	LGA 1972 s112
J Damant	£ 17.90	Expenses	LGA 1972 s113
D P Gardens	£ 514.16	Grass cutting (May)	OSA 1906 s9/10
Hill Trident	£ 7,114.50	2 <sup>nd</sup> payment for railings	OSA 1906 s9/10
BT	£ 167.14	Telephone	TCA 1984
Talk Talk	£ 15.31	Broadband	TCA 1984
PWLB	£ 3,728.25	Loan	LGA 1972

**Payments for approval**

Inland Revenue	£ 219.15	May PAYE/NI	LGA 1972 s112
Wickstead	£ 10.08	Hand grips for play equipment	OSA 1906 s9/10
Rospa	£ 36.00	Checklist	OSA 1906 s9/10
Rospa	£ 106.80	Annual inspection	OSA 1906 s9/10
Rospa	£ 40.20	Disabled inspection	OSA 1906 s9/10
Glasdon	£ 169.93	Litter bin	OSA 1906 s9/10
Cambridgeshire ACRE	£ 48.00	Membership	LGA 1972 s114
CAPALC	£ 657.70	Affiliation fees	LGA 1972 s114
D Chappell	£ 370.00	Bus shelter maintenance	OSA 1906 s9/10
D Chappell	£ 320.00	Bench maintenance	OSA 1906 s9/10
D Chappell	£ 185.00	Burial ground shed doors	OSA 1909 s9/10
Insurance	£ 1,310.27	Insurance incl pavilion	LGA 1972

Additional Payment:

Stationery Cupboard	£ 210.67	Office supplies	LGA 1972 s113
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**Deposits:**

OPC	£ 90.00	Rent
CCC	£ 652.37	Grass cutting grant
HMR	£ 3,242.18	VAT for general account

Payments were proposed by SH to be correct, seconded by CAL all agreed. Cheques were signed by SH and RAS. SH will agree internet payments.

**163/06/14****Burial Ground:**

The earth has still to be removed. It was proposed by JF that if Mr Thomas is unable to carry out the work by the end of the month then the Clerk should make enquiries for another contractor. This was agreed by the Council.

**Action: Clerk**

There are new doors on the burial ground shed. Clerk will obtain paint for painting the shed.

**Action: Clerk****164/06/14****Agenda items for the next meeting:**

MHI, Transport Strategy Consultation, Mettle Hill, Pavilion, Holiday Cover for Clerk

**165/06/14****Action Points: if not already covered:**

There were no action points.

There being no further business the meeting closed at 11.00pm, (23:00 hrs). The next meeting of the Parish Council will be 3<sup>rd</sup> July 2014

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 Chairman

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 Date

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