

**MEETING OF MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Parish Council Meeting held on Thursday 6<sup>th</sup> October 2016 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

**Present:** Cllr C A Land (**CAL**) - Chairman, Cllr N Pellatt – Vice Chairman (**NP**), Cllr C.J. Fallon (**CJF**), Cllr R Goddin (**RG**), Cllr A Keena (**AK**), Cllr D Lee (**DL**), Cllr R Searles (**RAS**), Cllr D Stewart (**DS**) and Cllr A Young (**AY**)

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

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**Guest Speaker:** Mr Martin Render from Community Heart Beat Trust to discuss Defibrillators (AED)

**Motion to exclude Public and Press:** *Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Item 191/10/16.*

**154/10/16 To receive any apologies for absence:**

All Parish Councillors were in attendance. Apologies received from Cllr Hart (SCDC).

**155/10/16 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 declarations declared.**

**156/10/16 Public Participation: [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]**

Members of the Solar Working Group were in attendance and raised some questions with regards to what is happening with the Solar Group. They were concerned that the decision to disband the group appeared to be a quick decision, the Chairman explained that the role of the Solar Group was going to be disbanded at the end of the year, however it was hoped that the members of the Solar Group would decide to help establish a new group which would be known as the Meldreth Futures Working Group and will be looking at other aspects pertaining to Meldreth, which will include Solar funding but will also include S106 financing.

The Futures group is needed due to the ongoing needs in the village and the Solar Group only covers one aspect, it is hoped that the Futures Group will cover many aspects of the village needs. Cllr Searles also mentioned that it is hoped that this group would be able to assist the Parish Council when it begins to look into a Neighbourhood Plan. Members of the Solar Group were also concerned that some applications appeared to have bypassed them so they were not able to give their recommendations, they were also concerned about only having two intakes annually, Cllr Pellatt explained that this is what happens with the precept as the Parish Council need to budget and it helps to have applications coming in together, however it was noted that some projects will not know they need funding. Cllr Goddin also stated that it can prove difficult when applications come in at different times as there may not be the funding and someone may miss out so it is better to carry out procedures twice yearly or maybe quarterly. The Solar Group also wanted assurance that whom ever receives funding shows a breakdown on what the funds were spent on with evidence of expenditure. When organisations receive any funding from the Parish Council, they are requested to attend the Annual Village Meeting to give a report. The Solar Group also stated that good guidance is needed especially if they are going to be the Meldreth Futures Group. There are Terms of Reference for the Solar Working Group but this will need to be expanded for the Meldreth Futures Group.

A member of the Good Companions also said that it was a little confusing as to what funding they are supposed to apply to; the Good Companions were looking at funding, but were not sure who they were supposed to approach. Clerk answered that they were aware of this request and had send a form to the group. In the past this was one organisation which was supported by precept funding along with Royston & District Community Transport (RDCT). The extra funding required by the RDCT is part of a solar funding request.

A resident of Howard Road is concerned about the concrete pillars at the back of her land which borders the ditch at the recreation ground as children are playing on them and they may fall (see item 174/09/16).

Chairman welcomed the representative from Community Heart Beat Trust (CHT), Mr Render was unable to attend. The question of placing a defibrillator was discussed. It was explained that wherever they are placed it needs an electric supply and needs to be visible and easily accessible, many villages are using their old red phone boxes another good area is outside the local pub and village hall. The cost for a defibrillator and storage box is approximately £2000.00. CHT needs governance to meet compliance with the ambulance service and therefore a responsible person is needed to check the device on a weekly basis and call it in,

this then allows the ambulance service to know that the device is working. When it is needed and someone calls the ambulance service it is they who will give the location of the device, the number to unlock it and assistance while the ambulance crew is on its way to the patient. When it has been used it will need to be recalibrated and new pads put back on. It is also important to have CPR training, this is not needed to work the machines but is vital that someone is carrying out CPR while someone else is sent to get the defibrillator. The defibrillator have a life span of approximately 20 years; however the battery will need to be replaced more often. The storage boxes are very strong and it is hoped that education will deter any vandalism. It was advised that the Parish Council set up a governance before putting up a defibrillator.

157/10/16

**To sign and approve Minutes of meeting dated 1<sup>st</sup> September 2016:**

Following amendment to item 161/09/16 should read Home Start and not Home Help. The minutes were proposed by Cllr Stewart and seconded by Cllr Pellatt all agreed. The Chairman then signed the minutes as a true record.

158/10/16

**Report from District Councillor:**

Cllr Searles asked as to who the Chairman of the Marley/Eternit Working Group was it was confirmed that it was Cllr Hart and Cllr Young was Vice Chairman. Cllr van de Ven apologised as it stated in her report that Cllr Young was the Chairman.

There were no other questions raised.

Report was circulated:

**Marley Eternit (MEWP)**

Cllr Hart has heard very little from the PC and assumes that all is in hand with progressing a list of impacts on the village which may form the subject matter of a s106 agreement, should this planning application be granted permission. The parish clerk gives Cllr Hart to understand that the members of the Solar Working Group have been contacted and asked to join the Meldreth Futures group and until that group is assembled, Cllr Hart has not thought it appropriate to call a meeting of the Marley Eternit Working Group; Cllr Hart hopes there will not be much further delay as vital impetus will be lost and working groups are liable to disperse.

**Mettle Hill (MHWP)**

The working group has accepted the invitation to join the Mettle Hill Working Party. A great deal of work has already been done in researching possible uses for the site consistent with the wishes expressed in the village wide consultation and Cllr Hart commends the hard work of the members of this group. Cllr Hart's role will be to liaise with SCDC to explore the planning viability of the favoured ideas, and it is understood that certain members of the Parish Council have met the head of SCDC planning committee on site in the past week and, among other things, received assurances that the council will do what it can to achieve a positive outcome for the village.

**Devolution**

The results of district wide consultation on the Cambridgeshire/Peterborough proposal were published shortly after last month's meeting. Two surveys were undertaken, one a ipsos Mori poll cold-calling a cross section of residents, the other an online survey run by the Cambridgeshire councils. Both surveys shared the same 55% approval rate for the principle of devolution but thereafter results were fairly divergent: the ipsos Mori survey differed from the online result in supporting powers being devolved to a Combined Authority under an elected Mayor and the online survey recording the opposite, with opposition to the mayor 59%:31% against. Very few Parish Councils took part in the survey.

SCDC's council meeting to discuss the Cambridgeshire-Peterborough devolution deal will now go ahead, but has been put back until next month and will now take place on 17th November. Members are to be briefed later this month on what the deal may actually look like.

**Casework**

Cllr Hart has referred the screening (or lack of it) of Bury Lane Solar Park to the enforcement team at SCDC. Cllr Hart has also been alerted to piles of earth and other debris dumped beside the River Mel behind Old Mill Court and has also asked the enforcement team to look into this.

159/10/16

**Report from County Councillor:**

**Congestion Control Points – City Deal Consultation closes October 10**

An important Greater Cambridge City Deal consultation on traffic congestion in Cambridge, affecting South Cambridgeshire residents too, concludes on 10 October:

[www.gccitydeal.co.uk/congestion](http://www.gccitydeal.co.uk/congestion). Very few people attended the consultation event on September 14, held at Melbourn Village College. Cllr van de Ven hopes that Parish Council is intending to respond.

### **Boundary changes – to clarify**

County Council Division boundaries have now been announced: From the May 2017 elections, our area is split in two, with Melbourn and Meldreth joining Whaddon and Bassingbourn-cum-Kneesworth in a new 'Melbourn/Bassingbourn Division', while Shepreth, Foxton, Heydon and Great and Little Chishill move into a new 'Duxford Division' together with Fowlmere, Thriplow, Duxford, Whittlesford, Pampisford, Chrishall Grange, Ickleton and Hinxton.

District Council Ward boundaries are now being considered by the Boundary Commission, for change in 2018. Currently the proposal is for Melbourn, Meldreth, Shepreth and Whaddon to join into one two-member ward, and Foxton, Fowlmere, Heydon and Great and Little Chishill to join into one one-member ward.

Parliamentary constituency boundary proposals, to take effect in 2018, have now been announced and are out for consultation until 5 December. These add yet another dimension to the mix: Melbourn, Great and Little Chishill, Heydon, Whaddon, Bassingbourn and Kneesworth and other villages from south-west South Cambridgeshire would join together with Royston and North Herts villages to form a new cross-county border constituency called 'North East Hertfordshire.' Other villages in our area would be part of a new 'South Cambridgeshire' constituency. More information about how to respond to the proposal is available here:

<https://www.bce2018.org.uk/node/6484?postcode=SG86NU>

### **Network Rail level crossing closures**

Many thanks to everyone who has contributed to the consultation. Cambridgeshire County Council is objecting to the two proposed closures in our area – Meldreth and Foxton – on the basis that new risk is created for pedestrians who in both cases would be forced to cross busy roads twice over.

### **A10 pedestrian cycle path**

Work to complete the pedestrian/cycle path around Foxton Level Crossing is underway, after finally receiving permissions from Network Rail. In the last week of October, work is scheduled to begin at the Frog End/A10 junction on the upgraded pedestrian/cycle path leading into Melbourn along the Cambridge Road. The next meeting of the A10 Corridor Cycling Campaign is due to take place at Royston Tesco on 20 October, 7 for 7:30. To clarify, this is nothing to do with Network Rail's proposal to close the Barrington Rd gate.

**County Council budget consultation** closes on October 14. Please respond:

<http://www.cambridgeshire.gov.uk/budget2017>

As a guide, for each 1% increase an average band D property would pay approximately an extra 23p per week £11.67 a year. A 1% increase would yield approximately £2.56 Million. The council will have an opportunity to increase council tax by 1.99% (general) plus 2% for social care. Last year, the general increase was rejected by the Conservative and UKIP groups. My view is we desperately need that rise this year.

### **Current County Council transport budgets**

The concessionary bus pass fare scheme is a legal requirement by national government, and it is funded – reimbursements to bus operators – by local authorities (Cambs County Council). Spend in 2015/16 was £6,056,877. The 16/17 budget for local bus and community transport is £1,959,342, of which £284,480 is Community Transport – these are non-statutory services and therefore subject to cuts. There is no other lifeline transport available to vulnerable people. Cllr van de Ven is still arguing the case for the 128.

### **Marley Eternit:**

Cllr van de Ven would like to suggest a meeting of representatives of the Working Party with relevant District and County Council officers later this month – Cllr van de Ven has contact with the primary school and officers from Highways, Education and the S106 officer at SCDC and have proposed the last week of October, will liaise with Cllr Young and the Clerk.

### **Meldreth, Shepreth and Foxton Rail User Group update**

Our long-anticipated meeting to discuss access to Meldreth Station was held on September 20<sup>th</sup> at Melbourn Village College. This was a well-attended meeting in terms of residents, including some new faces. It was unfortunate to have no representation from Meldreth Parish Council, the next meeting will be on 14<sup>th</sup> December at the Elin Way Community Room. The meeting was very appreciative of Meldreth Parish Council's pledge for financial support for a paid Community Rail Partnership post.

The Rail User Group meeting discussed a number of access issues and how they might be addressed. New trains will mean a much diminished gap between platform and train, as well as space inside trains, for buggies and wheelchairs. Cllr van de Ven has met with GTR to update them on the Melbourn S106 contribution to the upgraded path connecting to the London platform and their responsibility to swing into action on a ramp. Cllr van de Ven has also met the new CEO and Principal of Meldreth Manor with regard to the campaigning commitment of MM to making the station more accessible to all.

The Rail User Group meeting supported ideas set out in the recent Railfuture Station Audit document, including turning the school garden area into cycle parking, relocating disabled parking bays and creating a minibus turning point in the car park.

There was strong and renewed support for the parish council to take a fresh look at removing the kissing gate on the High Street where it meets the path from the Cambridge platform. Suggestion is that it would be helpful first to meet on site: Meeting to be arranged with representatives from the Parish Council, History Group and Meldreth Manor. Clerk reported that this had been looked at in the past and that Highways were reluctant to remove the gate as it is the only means of stopping children running, cycling, skate boarding into the road.

Q. Cllr Goddin enquired if the financial obligations could be shared with other parishes whose residents also use the station. Cllr van de Ven said that this was being looked into.

#### **Kneesworth Road footway**

Cllr Hart and Cllr van de Ven met the team on site last week while work was underway, to discuss a re-siting of the Meldreth Village sign to a location that would not obscure driver visibility. The new path looks very good and hopefully the sign relocation makes sense.

While we were there we met also with Thomas Birch and discussed strategies for funding an additional stretch of footway to connect up to Five Acres, where there is a significant demand for walking into the village, including by children who could walk to school. We agreed it would be helpful to request an estimate for the works, and to develop a community fundraising plan, perhaps in conjunction with the school, that could support a request to the Local Highways Improvement fund.

Cllr Searles reported that Mr Birch could put his own application to Minor Highways Scheme himself and suggested that the clerk email the application.

#### **Meldreth road surfaces**

Cllr van de Ven has made a formal request for Highways to inspect a number of through road stretches in Meldreth where there is particularly heavy wear and tear and deterioration seems particularly advanced. Peter Taylor is inspecting and will advise. Some pavement remedial work has taken place this week and will continue next.

#### **Communication with South Cambs re 'Traveller Needs Assessment' and provision in Meldreth**

Cllr van de Ven's feedback to Cllr Topping was that any new Showmens' pitches in Meldreth should be accompanied by a clear commitment, backed up with a plan demonstrating resource for delivery, for health, social care and educational support provision.

160/10/16

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

There were no matters arising, all matters are covered on the agenda.

161/10/16

#### **Solar Money (SWG):**

It was agreed that the four submissions from RDCT, Church, Tennis Club and Home Start to be forwarded to the SWG.

Clerk has received two quotes for bike racks but these go into the ground, Cllr Fallon also has information from Wicksteed – all to be sent to the Solar WG.

The solar group have paperwork for the kick/basket ball equipment.

SWG will look into these requests and put together a report, Parish Council will make final decision at next meeting.

Cllr Young will join the SWG.

162/10/16

#### **Community Highways Volunteering Scheme:**

Article was included in Meldreth Matters. Clerk has received one confirmation. Cllr Young will submit another article to Meldreth Matters for the next edition.

163/10/16

#### **Network Rail – Closure of the Level Crossing near Fieldgates:**

Update from Cllr Land and Cllr Young

Some residents from Chiswick End have been submitting their responses direct to Network Rail along with a response from the Parish Paths Partnership (footpaths) team and reported that their correspondence had been acknowledged by Network Rail.

Cllr Land attended the recent meeting but reported that not much information was given.

164/10/16

#### **Speedwatch:**

Sally Walmesley (Littlington Parish Council) has ordered the equipment.

165/10/16

#### **Flood Awareness and Preparedness Questionnaire - CCC:**

RAS explained that flooding issues have been looked into by the Flood Awareness Group in the past and agreed with Cllr Young that the response to the questionnaire needs to be based on drainage issues which is causing flooding. All flooding is due to inadequate drainage and jetting is needed on a regular basis and that ditch clearing by riparian owners is vital. Cllr Young will look over the questionnaire and respond to the clerk, who can then submit it. **Action: AY/Clerk**

- 166/10/16 Emergency Plan:**  
Cllr Land will look into this with the Clerk. **Action: CAL/Clerk**
- 167/10/16 Financial Risk Policy:**  
The Parish Council have looked over the document, it was proposed by Cllr Young to accept the document, seconded by Cllr Fallon all agreed. Chairman to sign.
- 168/10/16 Railway Group Meeting -Station Access:**  
Update from meeting held in September 2016 see item (159/09/16)
- 169/10/16 Planning:** Cllrs. Land, Searles, Fallon, Lee, Pellatt and Stewart (Full details of planning meetings are available via the Clerk, website or notice board).  
**Planning meeting held on 9<sup>th</sup> September 2016:** Proposed 150 dwellings at Marley/Eternit, - S/1901/16/OL. Meldreth Parish Council recommender 'Refusal' with comments. For more details on this meeting please see the full minutes, available from the Clerk or on the web page.  
**Planning meeting held on 6<sup>th</sup> October 2016 – there was no meeting**  
**Planning meeting held on the 22<sup>nd</sup> October.**  
94 High Street, The British Queen Public House, S/1554/16/FL & S/1555/16/LB  
Conversion of existing outbuildings to form accommodation units for use in conjunction with the British Queen Public House. Recommendation: **Support** with comments 'This will be good for the village and utilise existing building in a positive manner.'  
112 High Street ,CA505 - Copper Beech tree adjacent to rear of house, and to neighbouring property (No.114). 30% crown thinning and lifting. No Comments – defer to the Tree Officer at SCDC.
- 170/10/16 Marley Eternit: Proposed development of 150 dwellings**  
Cllr Searles reported that access to the school and station would be via Fenny Lane, and it has been suggested to widen Fenny Lane, this was not viable and that S106 may be needed to improve Whitecroft Road and High Street, however this is not agreed to by CCC. The cycle route (footpath 8) which goes from Whitecroft Road, via the recreation ground to the High Street) is also not a viable option. Parish Council suggested 'the idea to make footpath 8 into a cycle route so that if the development at Marley is agreed would be an easier option so that children can cycle from the development to Meldreth primary school. However, this is public footpath and not adoptable by Highways'. Response from CCC - 'It is not possible for the Highway Authority to promote this route due to its stated width of 3ft the proposed route is too narrow dimensioned at 0.914m as this may be a breach of the Equality Act 2010 (amended 2015) as it would not permit two wheel chair users or buggies to pass each other the minimum the Highway Authority would accept would be 1.5m in width for a footway but would require a minimum of 3m for a footway/cycle way as has been proposed".  
Cllr Searles with Cllr van de Ven and Vicky Cappy (CCC) to investigate further.  
Clerk has sent in questionnaires.  
Close meeting 9.30pm  
Dr Draper reported that some surgeries have gone bankrupt and have been asked to join together for a limited amount of money. Meldreth area are looking at Federalization, but how will Meldreth cope with this as there are not enough doctors?  
Open meeting 9.35pm
- 171/10/16 Mettle Hill:**  
Cllr Hart has reported that the outcome of Marley Eternit may have a direct impact onto Mettle Hill. Another meeting is being arranged and research is ongoing. Cllr Goddin also stated that Cllr Hart had reported that the planning department at SCDC will be helpful in securing a good outcome for the village.
- 172/10/16 Meldreth Futures Working Group:**  
see item 159/09/16. Members of the Solar Working Group have been invited to help set up the Meldreth Futures Working Group with some members of the Marley Eternit Working Group. Cllr Young, Cllr Land and the Clerk will also be included.
- 173/10/16 Playground:**  
1. Monthly Report  
Baby swing seats from Wickstead have been fitted. Clerk has asked Dave Chappel to look at the springs in the gates and to repair the rocking horse.

174/10/16

**Recreation Ground:****Ditch:** Report from Cllr Land who has met with the contractors.

Clerk is still trying to set up a site visit with SCDC to look into clearing the ditch which leads from the recreation ground ditch along to Bell Close, this ditch is the property of SCDC and is presently overgrown and blocked and thus the water is not able to flow.

Following the comment in the Public section, Clerk will take some photos of the post and ditch and forward them onto Pat Matthews (SCDC), this needs looking at along with the other part of the ditch. Clerk to ask advice on how best to maintain this part of the ditch and if it would be possible to have this section filled in. The grass cutters have stated that they were reluctant to remove any more debris as the bank may collapse. Cllr Young to tape off the area. **Action: AY**  
Clerk has also requested land registry details on the land at the back of the recreation ground and ditch ownership. Cheque for £7.00

**Hedge:** Three quotes have been received to remove the remainder of the hedge in the play area. One quote did not follow the same specification, so another quote to be sought. **Action: Clerk**

**Tree Work at Howard Road:** the branch at 22a Howard Road has been reported to be damaging the shed roof, the work was put on hold while the Clerk investigates who actually owns that side of the ditch. The Chairman has met with Herts and Cambs and asked them to hold off until ownership of that side of the ditch has been confirmed. Clerk has contacted SCDC who instructed them that they need to contact the Land Registry Office, which is being done. **Action: Clerk**

175/10/16

**Pavilion:**

Clerk, Cllr Stewart and Cllr Goddin have met with the contractor. Cllr Stewart reported that the contractor may be able to do some of the outside work before the New Year, but the majority of the internal improvements will begin in January 2017 so it was suggested that the football team vacate the pavilion by 19<sup>th</sup> December 2016. Cllr Fallon said that a skip may be needed, to be discussed at the next meeting. The football teams are aware of this and have altered their games from January 2017.

176/10/16

**Tennis Court Agreement:**

This has been agreed by both the Parish Council and the Tennis Club. To be signed by the Chairman and witness by the Clerk at this meeting. Due to new information the matter of signing the agreement has been suspended. It was discussed at the meeting that the agreement, in its present state, does not address the subject of maintenance and what will happen in 25 years when it needs refurbishing again. Cllr Searles stated that the tennis club need an agreement from the Parish Council in order to apply to outside funding, Cllr Young suggested that the Parish Council could acknowledge their support via a letter while the wording of the agreement is relooked at so that it includes a section that the tennis courts remain in good condition and if handed back to the Parish Council are in the same condition as given. It was suggested to arrange another site meeting with the Tennis Club.

177/10/16

**Correspondence and Clerk's Report:** Other items may be included for information.**Councillor Training:** Training session 2 will be held on 12<sup>th</sup> October, at the Communal Rooms, Elin Way.**Parish Liaison Meeting:** Cambourn on 10<sup>th</sup> October 6.30-8pm – If you wish to have items discussed deadline is 4<sup>th</sup> October (Jane Green – SCDC),**Village Hall Drains** – the drains have been cleared, it resulted in two red drain rods being removed which had been lodged. Mr P Ray, Village Hall Chairman, reported that he was very impressed with Dyno-Rod who carried out the work.**CCC Wildlife and Countryside Act 1981** – a consolidated definitive Map and Statement of Public Rights of Way for Cambridgeshire has now been done. Clerk emailed copy to Mr Steve Marsh, P3 coordinator, one copy filed in the parish office.**Melrose:** Clerk has emailed both John Koch and the planning department SCDC to get an update on what is happening with the community orchard and the asbestos cement.**Christmas Tree Festival:** volunteers need to decorate the Parish Council Christmas Tree, to be set up on 25<sup>th</sup> November and removed on Monday 28<sup>th</sup> November. Cllr Fallon volunteered to do the Christmas tree. **Action: JF****Litter Bins:** It was suggested to install a litter bin between the primary school and station but the litter picker does not believe this one is necessary however a small litter bin to be placed on the High Street near Maycroft. It was proposed by Cllr Land, seconded by Cllr Young to purchase a bin on the High Street, near Maycroft agreed by all. **Action: Clerk****Dog bin:** I was proposed by Cllr Land and seconded by Cllr Stewart to purchase a dog bin to be placed near Station Road/High Street. **Action: Clerk****Memorial Bench:** a request has been received from a former resident's family who would like to place a memorial bench somewhere in the village.

It was suggested that the bench could be placed under the Horse Chestnut tree at the stocks. Clerk to contact family. **Action: Clerk**

**Cambridgeshire Acre** - Annual Meeting 18<sup>th</sup> November at Burgess Hall, St Ives 9-1pm

**Pavilion** – meeting with Econgard took place on the 13<sup>th</sup> September. It was reported that the fire extinguishers presently in place are adequate, once the refurbishment has been completed than it was suggested to have another 6 ltr foam extinguisher at the main door way.

**Footway at Fieldgates:** Cllr Stewart, Cllr Goddin, Cllr Land, Cllr Fallon and Cllr Keena met with Mr Peter J Taylor (CCC) to look at what would be involved with extending the footway from the station bridge towards Fieldgates. Mr Taylor will forward costings to the Clerk. There was a suggestion to have the footway go behind the stink pipe.

**Banking:** Cllr Goddin has completed the documentation, Cllr Pellett has given the relevant information to the Clerk to proceed with their application. **Action: Clerk**

**Damaged Tree:** A resident of Meldreth asked if the Clerk could follow up a possible damaged tree which belongs to the Housing Association, this has been done.

**Grave Stone:** a request has been received regarding placing a photo or an etching on the back of a headstone. This was discussed and it was proposed by Cllr Goddin that an A5 photo could be placed on the back and if wanted a smaller photo on the front, seconded by Cllr Fallon, all agreed.

**Website:** Mrs Gane along with Mrs Munday will meet with the clerk to look at ways on improving the website.

178/10/16

**Act of Remembrance at the War Memorial Meldreth:**

The PCC are requesting for the Parish Council to undertake traffic control, setting up the PA system and any other logistical elements which maybe required at the memorial for the Act of Remembrance on Sunday 13<sup>th</sup> November. In the past this was done by the British Legion, does the Parish Council agree to taking over this responsibility? It was proposed by Cllr Searles to take this on for this year, seconded by Cllr Fallon. Clerk to contact Mr S Hawkins to see if the PA system could be used again. **Action: Clerk**

Cllr Goddin to lay the wreath.

179/10/16

**Local Highway Improvement (LHI) initiative:**

Application deadline is the 30<sup>th</sup> November 2016. Cllr Land to look through the form and for it to be agreed for submission at the next meeting. Areas identified so far are: to have the footways improved at two areas along North End, one near the post box and the other near College Bends.

180/10/16

**BT have a consultation concerning Red Telephone Boxes:**

Parish Council may adopt the telephone box for £1.00 but will have to take on the responsibility for it. It had been agreed, some years back, that it was not needed; however it was never removed. There is now a scheme whereby it is being encouraged to use red boxes for placing AED's as they are both easily identifiable and have electric power. It was proposed by Cllr Young and seconded by Cllr Fallon to adopt the telephone box, all agreed. Clerk to contact Clare Gibbons (SCDC) to confirm. **Action: Clerk**

181/10/16

**Defibrillator (AED)**

It was proposed by Cllr Young that the Parish Council should purchase two defibrillator machines at a cost of £4000.00, one to be placed in the telephone box on North End and the other outside the village hall, seconded by Cllr Land all agreed. Clerk to proceed. **Action: Clerk**

182/10/16

**Village Maintenance:**

Quote to cut ivy back which is overhanging the fence leading from the recreation ground to Howards Road - £75.00

Benches and notice boards to have their annual maintenance treatment.

Clerk has received communications regarding cycles travelling at speed along footpath 8 through the recreation ground leading from Bell Close to the High Street, especially around the bend near Bell Close. Clerk enquired with Mr Peter J Taylor (Highways) who stated that putting up a warning sign that pedestrians use this path would be a good idea. If you put 'no cycling' it would also mean that mobility scooters, wheelchairs ect would not be able to use this path. It was suggested that the Clerk get a suitable sign, 'beware pedestrians' or similar. **Action: Clerk**

183/10/16

**Traffic Survey:**

Traffic Survey needs the summary finalising so it can be sent to Meldreth Matters. Cllr Young stated that he had done this, but will check.

A site meeting has taken place with Cllr Stewart, Cllr Goddin, Cllr Land, Cllr Lee and Cllr Keena along with Mr Peter J Taylor (CCC) to look at where to place '20 is Plenty' signs. Mr Taylor suggested contacting other parishes who have done this. **Action: Clerk**

184/10/16

**Councillors' Reports:**

Cllr Fallon – Mr Richard Carter will take a look at the rabbits at the burial ground. Clerk also reported that some of the fencing is being pushed down by the rabbits, Mr Chappel will secure those parts of the fence most effected, it was also suggested that the original rabbit fencing, along the left hand side may need replacing with stronger wiring.

185/10/16

**Pensions:**

Clerk is still working on this, Melbourn are looking at asking an advisor to speak to members of the council to explain what will be expected from the council, as an employer. Does Meldreth wish to be a part of this? Meldreth's staging date is 1 Feb 2017. At the moment you will be looking at joining a pension scheme, the three being looked at are NESTS, Local Government Pension Scheme, and Ensure. Meldreth will also have to look into a payroll software package which can cope with pensions as at the moment the Clerk uses HMRC and this does not have the facility to work out pensions. The council also has to look at the percentage it wants to match the employees' contribution. The council has two employees both of which can ask to join a pension scheme, however depending on the gross salary will depend on whether the council has to contribute. It was proposed by Cllr Searles that joining Melbourn would be a good idea, seconded by Cllr Goddin, all agreed. Clerk to arrange.

**Action: Clerk**

186/10/16

**Meeting Room:**

It has been put forward, by a resident, that the meetings would be better held in the Community Rooms on Elin Way. **Defer to next meeting.**

187/10/16

**Audit:**

'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met'.

There were however some considerations for the Clerk to take into account with recording the information for next year. One figure had been transposed and the Managing Trust box had not been ticked.

188/10/16

**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 (Shaded are additional payments).**

	Gross	Vat		Power	
Staff	1186.18	0	September Salaries	LGA 1972 s112	Bacs
Talk Talk	20.31	0	Broadband	TCA 1984	DD
D P Gardens	585	0	Grass cutting September	OSA 1906 s9/10	Bacs

**Payments awaiting Approval**

	Gross	Vat		Power	
UKSafety Management	94.8		PAT testing for office	LGA 1972 s133	bacs
Wicksteed	356.75	59.46	Cradle seats and shackles	OSA 1906 s9/10	bacs
Rail User Group	700	0	Donation	S137	2541
J Damant	45.18	0	Expenses	LGA 1972 s133	Bacs
J Towner	80.4	0	Office assistance	LGA 1972 s112	2542
Land Registry	7	0	Documents	LGA 1972 s	2543
PKF Littlejohn LLP	360	60	External audit	LGA 1972 s133	Bacs
Melbourn Mobile Warden Scheme	175	0	Q1 (April, May, June) Q2 (Jul, Aug, Sept)	S137	Bacs
Inland Revenue	208.49	0	PAYE/NI	LGA 1972 s112	2544
Melwood	1100	0	Equipment	Solar fund	2545
Eon	53.58	2.55	Electric for pavilion	LGA 1972 s133	Bacs
PWLB	3728.25	0	Loan repayments	LGA 1972 s133	Dd
CAPALC	330	0	Training	LGA 1972 s133	2546
CAPALC	10	0	Pension training	LGA 1972 s133	2547
Stationery Cupboard	259.96	43.33	Office supplies and printing	LGA 1972 s133	bacs

**Deposits:**

Funeral fees	270
OPC (training and Sept office rent)	111.11

Payments were proposed by Cllr Fallon, seconded by Cllr Goddin, all agreed.

**189/10/16 Precept Allocations for 2017/18:****Requests:**

Melwood Conservation Group (subcommittee of the Parish Council) - £450.00 This may need adjusting to take into account separate insurance which Melwood may need. To be discussed further at the next meeting.

**190/10/16 Burial Ground:**

Working Party to clean and check grave stones. **Deferred till next meeting.**

**191/10/16 Litter Picker Salary: Public and Press requested to leave the room**

Confidential

**192/10/16 Agenda items for the next meeting:**

Meeting Room; Melwood; Defibrillators; Phone box; Marley Eternit; Mettle Hill; Solar Working Group; Meldreth Futures Working Group

There being no further business the conduct the Chairman closed the meeting at 11.05pm

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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