



**Working Group Updates/Reports:**

184/10/17

**Meldreth Futures Working Group:**

Cllr Young stated that the group have not met yet to discuss applications.

The website is now ready, however it was reported that the Clerk was investigating whether a link to the church would be allowed, confirmation is still awaited from CAPALC. Further discussion was had in regards to how the site would be monitored and managed. At the moment the Chairman of the Futures Working Group is the site's monitor, however Cllr Goddin stated that the Futures were a working group of the Parish Council and as such the final responsibility of what goes onto the site should be governed by the Parish Council, Cllr Young stated that there would not be anything regarding information other than what has already been agreed with the Parish Council, ie who had been successful in their funding applications and information on these projects.

It was proposed by Cllr Young that the site could now go live, this was seconded by Cllr Land, vote taken all in agreement.

On the matter of putting on new information Cllr James and the Clerk will put together a framework for the next meeting.

**Action: RJ/Clerk****Meeting closed 8.10**

Cllr van de Ven enquired if one or two councillors could be authorised to oversee the website? Cllr James will look into this.

**Meeting opened 8.13**

Cllr Searles also stated that a link to 'Friends of the Church' may be allowed as this was not a religious group.

Cllr Goddin thanked Juliette and the working group for all their hard work in putting this website together.

185/10/17

**Village Traffic Working Group:**

Report of the meeting held on 26th September was circulated. Cllr Goddin further updated the meeting and put forward a request that Meldreth primary school and the Manor school be asked if they would like to be included in the working group as it was felt their feedback would be beneficial to the group. Cllr Young stated that he believed this would be very good for all concerned. Cllr Goddin will make contact.

**Action: RG**

Cllr Goddin also stated that the three main areas so far have been: Traffic Calming; Fenny Lane Crossroads and the Footways.

186/10/17

**Mettle Hill Working Group:**

Cllr Goddin updated the council of the meeting held on 3<sup>rd</sup> October. The refusal of the proposed development at Marley may have an effect on what the Parish Council may be able to do with the land at Mettle Hill. The working group have been looking at the possibility of affordable housing which now would appear to be unlikely, developers have looked into the reasons that Marley was refused and now think that it may not be possible to put housing on Mettle Hill. Cllr Pellatt was not sure about the reason that it would be further away from the centre of the village, as there is already West Way and the showman's sites close by? Cllr Goddin stated that the group were still investigating other avenues as well as looking into the Land Trust. It must be remembered that there are long term responsibilities and it needs to be considered very carefully as to what is eventually decided. Park Homes is also being looked into further. Consideration of the governments proposal for more council housing may have an effect along with the LDF's five year housing plan and the possibility of an appeal from Marley.

The other option would be to just clear the site and leave it.

187/10/17

**Tennis Club Working Group:**

Request to have some table and chairs stored at the pavilion. The Parish Council support the idea but the procurement would be for them to borrow from the Village Hall.

Public booking system has still not been decided and it would appear that the LTA booking system relies on an electric connection which the courts do not have. It was also suggested that an online booking system may work. Cllr Pellatt stated that this needs to be initiated by the tennis club and not the Parish Council to oversee. The working group will arrange a meeting with the tennis club to find out what is happening with the ability to book the courts.

**Action: TCWG****Planning:**

188/10/17

**Planning Extracts: (Town and Country Planning Act 1990 schedule 1, paragraph 8)**

Cllrs. Goddin, Land, Lee, Pellatt, Searles and Young (Full Planning Minutes are available via the Clerk, website or notice board).

**Planning meeting held on 21<sup>st</sup> September 2017:**

**18 West Way, S/3109/17/FL** - First floor extension over existing single storey kitchen to enlarge existing bedrooms, loft conversion and 4 bedroom dwelling to side garden. The Planning Committee recommend 'Refusal' with comments. 'The Parish Council's policy is not to support developments which are outside the village development framework as the integrity of the village envelope should be protected. Proposed by Cllr Goddin, seconded by Cllr Land, all in favour.

**86A High Street, S/3164/17/PA** - Information Only. Prior approval for a single storey rear extension. The Planning Committee noted the application but made no comment.

**Planning meeting held on 5<sup>th</sup> October 2017:** There was no planning meeting

189/10/17

**Housing Needs Survey:**

Cambridgeshire Acre are presently conducting a housing survey for Meldreth and all households have been or will be sent a survey questionnaire to complete, it is hoped that as many households complete this as it will give a better understanding of the housing needs in Meldreth.

It was reported by Cllr Young that some residents were not sure of the authenticity of this survey, the clerk stated that nobody had contacted her about this. Clerk to put up a notice stating that this was a genuine survey and that the council need responses from residents to be able to see what the actual needs of the village are. **Action: Clerk**

190/10/17

**Bassingbourn -cum-Kneesworth**

Bassingbourn is proposing to develop a Neighbourhood Plan and is asking SCDC to designate the whole parish as a neighbourhood area. Any observations or representation from other parishes need to be with the Mrs Walmesley (Bassingbourn Clerk) by 31<sup>st</sup> October. Clerk to respond to Bassingbourn wishing them luck. **Action: Clerk**

**Major Projects**

191/10/17

**Pavilion Construction:** (LGA 1972 s111)

Decorating: Clerk has received one quote, awaiting others.

Electrical survey (hard wiring) completed on 28<sup>th</sup> September, this survey is done every three years. There was no need to have a PAT test done this year as electrical equipment is new. However, this will need to be included for next year.

192/10/17

**Security for Pavilion:** (Local Government and Rating Act 1997 s31)

Clerk and Cllr Young to go over all the paperwork of the CCTV and the policy to make sure it matches. **Action: AY/Clerk**

193/10/17

**Church Wall:**

Mr Llewellyn will be submitting the specification in the next couple of weeks, this will also be sent to SCDC Planning for their approval.

194/10/17

**Mettle Hill:**

Agreement of specification for demolitions and other ground works so that tenders can be sought. All councillors have seen the specification and it was proposed by Cllr Goddin that this could now be sent to contractors, seconded by Cllr Pellat, vote taken all in agreement. Clerk will now obtain three/four contractors. **Action: Clerk**

195/10/17

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

Clerk will submitted the application which is a repeat from last year's submission to have curbing along parts of North End in order to protect the verges. **Action: Clerk**

**Ongoing Projects**

196/10/17

**Playground:**

Cllr Fallon submitted their report and stated that all equipment appears to be in good working order, however there is some rotting visible on one of the stepping blocks, Clerk to contact Mr Chappel. Clerk did point this out to Mr Kosta of Sovereign play systems last week and they stated that it may just need filling as the rest of the block appears to be alright. **Action: Clerk**

197/10/17

**Recreation Ground:**

- Ditch Clearance – will be done on the 23<sup>rd</sup> and 24<sup>th</sup> November. Once the area has been cleared of vegetation, tenders for building up the ditch will be sought.
- Recreation Ground Maintenance: will be done on 30<sup>th</sup> November and 1<sup>st</sup> December

- 198/10/17 Horse Chestnut Tree (Stocks)**  
Tree is both protected and in a conservation area, so full on application to SCDC, this will be carried out by the contractor. Anticipate work taking place mid November and is provisionally booked for Tuesday, 21 November.
- 199/10/17 Street light survey:**  
Survey to replacing the lights along North End (SC1-SC9) and Chiswick End (SC10-SC13). The cost of this survey was £399.85 and already agreed. Clerk has now received a response from Balfour Beatty, however Cllr Searles had some further questions regarding their response. Clerk will get confirmation and a date for the survey. Cllrs Searles and Land would like to be present during the initial survey of the 13 lights along North End and Chiswick End. **Action: Clerk**
- 200/10/17 Proposed closing of the railway crossing on footpath 10:**  
Cllr James circulated a report and stated that there is now a website. Cllr James will now put together a response which will include all instances, this needs to be completed by the end of October. Cllr James will contact some residents who may have further information on this as well as the District and County Councillors. Cllr James will circulate the response to all councillors before submitting. **Action: RJ**
- 201/10/17 Defibrillators:**  
**Defib: CHT (Community Heartbeat Trust)**, the one for the village hall has been ordered along with magnets. Once I have the machine it can be fitted by an electrician, they can do it for £200 but suggested that a local electrician can do it a lot cheaper. The clerk will add this onto the insurance, and by purchasing the Parish Council is allowed to reclaim VAT. A registration form then needs to be completed and CHT will forward to the ambulance service so it can be logged with them. What needs to then happen is to get volunteers to check on a weekly basis to make sure the machine is working, this check is submitted online. The Parish Council may wish to have the Clerk act as a Supervisor whereby they will be allowed to check that the machine is being checked, this is imported in regards to insurance.
- The telephone box, has been adopted by CHT, which they should not have done, however the Parish Council can get this transferred back to them in 12 months. Once the paperwork has been received from BT and the phone has been removed, CHT will install the defib, they also have contacts for paint which they will forward to the Clerk and some companies donate the paint. This will need to be done prior to any maintenance work being carried out.
- The security number for the magnets will be the same for both defibs and will be allocated to the Parish Council. CHT tag all defibs so if it gets taken to the hospital or is with the ambulance service it can be traced, which is another reason why it is important to do a weekly check.

### Administrative /Other

- 202/10/17 Correspondence and Clerk's Report:**  
**CCC Highways Open Day:** will take place on Monday 16<sup>th</sup> October at Whittlesford from 10.30-12.30pm
- Hedge along North End (near College Bend):** The question of reducing the hedge along North End has been raised, the Clerk contacted Mr P J Taylor (CCC) to enquire who is ultimately responsible for the hedge along this stretch of road. Response is that 'it is the landowners responsibility to cut the hedge back to keep the footway clear but they do not have to reduce the height of the hedge if they do not want to'. In Mr Taylor's opinion the height of the hedge helps to slow traffic down in this area and it is not an 'accident black spot'. Another item raised was that the straw bales were hitting the tree branches which was adding to the problem of straw on the roads and ultimately getting into the ditches which does not help with blocking them up. Mr Taylor stated that a tree canopy naturally grows above the height of the tallest vehicle and stated that netting farm vehicles would help alleviate the problem.
- Safety fencing at the Village Hall Carpark:** Clerk still getting quotes for the required work needed, two companies have looked at the area, further tender needed. Clerk still awaiting quotes. **Action: Clerk**
- Christmas Tree:** Cllr James will decorate the tree, Clerk to assist. **Action: RJ/Clerk**
- CAP:** it should perhaps be a matter of parish council record that Meldreth CAP - an initiative supported by the Parish Council, will close w.e.f. 31 Dec 17 having helped over 100 locals with computer tuition through freely-given expertise and time by local volunteers most of whom have served with the scheme since opening in 2005.

**Dog Bin (near war memorial):** Clerk still trying to arrange a site meeting with Heidi Duffett to see if there is a suitable place for the bin. No response on this, the matter is that there is no designated dog/footpath in this area and SCDC are happy to have people use the litter bin. Cllr Pellatt also enquired about putting a dog bin further along Whitcroft Road, near to the crossroads, Clerk will enquire. **Action: Clerk**

**203/10/17 Matters arising: (no actions, information only)**  
There were no matters arising.

**204/10/17 Meeting with Cambridgeshire Acre:**  
Meeting will be on Wednesday 25<sup>th</sup> October. All members of the Parish Council and Meldreth Futures Working Group are invited. Neighbourhood Plans will be discussed. Cllr Goddin will contact the Futures Working Group. The results of the housing survey will not be known, however it was felt that the discussion on Neighbourhood Plans should still proceed. Cllr Young would like to invite Philippa Hart and Susan van de Ven as residents as well to this meeting. Clerk to notify them. **Action: RG/Clerk**

**205/10/17 Office IT system:**  
Cllr Young is presently working on this, he requested that all councillors look at the present website as well as other parish websites (Barrington is one) and give feedback. It may now be time to get a purpose built website. It was agreed by all that Cllr Young look into this further and report back at the next meeting. **Action: AY**

#### **Finance**

**206/10/17 Defibrillators:**  
It was agreed that the funds for this would be taken from the precept, however further discussion to see if this should be a Community Benefit funding project along with the fridge magnets which will be given to each household. It was proposed by Cllr Young that funding for the defibrillators is a good project for the community benefit fund, seconded by Cllr Land all agreed. The decision for precept funding was more than 6 months (standing orders) so decision can be rediscussed.

**207/10/17 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 (shaded):**

#### **Payments already made**

	<b>Gross</b>	<b>Vat</b>		<b>Power</b>	
Staff	confidential	0	September Salaries	LGA 1972 s112	Bacs
Inland Revenue	confidential	0	September PAYE/NI	LGA 1972 s112	bacs
SMART	confidential	0	Pension contributions	LGA 1972 s112	DD
Talk Talk	22.31	0	Broadband	TCA 1984	DD
D P Gardens	615	0	Grass and verge cutting May	OSA 1906 s9/10	Bacs
J Damant		0	Expenses	LGA 1972 s133	Bacs
S Tibbells (0532188)	84	0	Cleaning 15&29	LGA 1972 s133	Bacs

#### **Payments awaiting Approval**

	<b>Gross</b>	<b>Vat</b>		<b>Power</b>	
Unlimited Logos	432	72	Information boards Marley Eternit fund	LGA 1972 s133	Bacs
Bidwells	1200	200	Mettle Hill Survey	OSA 1906 s9/10	Bacs
Econgard	204	34	Supply and fit new extinguishers at the pavilion	LGA 1906 s	Bacs
Sally Walmesley	290	0	Clerk covers	LGA 1972 s112	bacs

Sally Walmesley	34.87	0	Expenses	LGA 1972 s133	<b>Pg 42</b> Bacs
Birketts	310.79	51.8	Professional services for Marley/Eternit	LGA 1972 s133	Bacs
PWLP	3728.25	0	Loan repayment	LGA 1972 s	DD

### Deposits

OPC rent	90
Burial fees	70
Melwood reimbursement	556.04

**208/10/17**

#### **Cambridge Building Society:**

The Mary Course Fund – the 3 year tracker bond (issue 2) has matured into the Maturity Account. It has been advised from the internal auditor that the Parish Council hand this money over to the school, for which it was originally raised in Mary Courses memory. Cllr Searles reported that the fund was set up by the Parish Council in memory of Mary Course and that the Parish Council act as Trustees to this money. An amount of £60 is donated to the school during the summer term for a project of their choosing.

The money was not donated this year and for the three previous years the money was not available due to the bond, this can now be reimbursed back to the Parish Council funds. Cllr Searles and Cllr Land are the signatories for this account, Cllr Searles will investigate what bond this should now go to.

**Action: RAS**

**209/10/17**

#### **Pension Regulator:**

By law the minimum pension contributions from employers will increase from 6<sup>th</sup> April 2018 and again on 6<sup>th</sup> April 2019. This is for information only, Meldreth contribute more than the minimum amount.

**210/10/17**

#### **Audit:**

External Audit report 2016/17 – Except for the matters reported below, 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 other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. The Annual Return was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when submitting next year's Annual Return:

- Section 2, Box 9: Information received from the smaller authority indicates that assets purchased during the year have not been included in Box 9, the figure in Box 9 should read £328,274.

Other matters: not affecting our opinion which we draw to the attention of the smaller authority.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulation 2015 as it failed to make proper provision during the year 2017/18 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.

### Other Items:

**211/10/17**

#### **Permissive Path:**

Possibility of creating a circular path within the village (footpath 2). Cllr Searles reported that this has not yet been discussed with the Parish Paths group and proposed that this request be forwarded to them in the first instance. Clerk to sent email to Steve Marshall.

**Action: Clerk**

**212/10/17**

#### **Community Gritting Scheme 2017/18:**

Under this scheme the Parish Council agrees specific routes in their area which are important to the local community and agrees them with the County Council. Volunteers can then sign up to grit these routes using equipment provided by the County Council. Cllr Searles reported that all the major routes get gritted by CCC.

213/10/17

**Rural Travel Hubs:**

Cllr Goddin reported that the Parish Council were not happy in being mentioned in a CCC report as to being in favour of this scheme when they had not been informed about it. The scheme needs to be seen in respect of Meldreth residents which at the moment it does not appear to be. Meldreth is already experiencing problems with parking vehicles on the roads, especially around the station area and placing a travel hub in the village may increase this problem and at the moment there are no proposals as to where this hub can go.

214/09/17

**Councillors' Reports:**

**Cllr Land - vehicles in the Burial Ground:** There have been reports of vehicles entering the burial ground, this has now been rectified and notices displayed on the gates stating that only vehicles with permission from the Parish Council are allowed to enter the site. It was also suggested that the Clerk make enquiries in getting one of the gates locked, this would still make it possible for pedestrians to gain access but not vehicles, unless agreed with the Clerk. **Action: Clerk**

**Cllr Goddin: updated the council on the** SCDC Planning Forum whereby the Parish Council had submitted a question regarding the publishing of names of those objecting to a planning application. The response received did state that SCDC had edited the question and that maybe the response was not in accordance to the original question raised, however they maintain that this practice of publishing objections with names is now common practice in most local authorities and is in accordance to their transparency policies. The information is clearly laid out on the website and certain information is not requested ie email addresses, the point raised that many objections will not get submitted due to information being published is not a consideration of the SCDC.

215/10/17

**Remembrance Day Event:**

Cllr James will lay the wreath this year, Cllr James will contact Mr Price (Church Warden) to find out what else is needed. Cllr Searles reported that Mr Remnant is overseeing the traffic issues.

Clerk to check with Mr Hawkins in regards to the audio equipment.

**Action: RJ**  
**Action: Clerk**

216/09/17

**Agenda items for the next meeting:**

Locking of Burial Ground gate

Pavilion decorating

Mettle Hill Working Group

Tennis Club Working Group

Traffic Working Group

Parish Council website

Meldreth Futures website - content and maintenance

Bassingbourn and Meldreth traffic concerns along Chestnut Lane

Neighbourhood Planning

Parking along High Street near Allerton Terrace

Proposed closing of railway crossing

Defibrillators

Mary Course Fund

There being no further business the Chairman closed the meeting at 9.51pm. The next meeting will take place in the Green Room of the Village Hall on 2<sup>nd</sup> November at 7.30pm

Chairman: \_\_\_\_\_

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