

MEETING OF MELDRETH PARISH COUNCIL

Minutes unApproved of the Parish Council Meeting held on Thursday 2nd November 2017 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

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

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

217/11/17 To receive any apologies for absence: *LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45*
There were no apologies. Cllr James arrived at 7.45pm, Cllr Keena left the meeting at 9.30pm due to work commitments. All other Councillors were in attendance.

218/11/17 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 pecuniary interests declared.

219/11/17 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 four members of the public in attendance.
Concern was raised about the lack of a footway along Mettle Hill between Five Acres and Biddalls Blvd. Now that Winter is here children and mothers with prams are having to walk on the road where there is very limited lighting and no footway. Cllr Goddin stated that the Parish Council are also concerned about this but this is primarily a matter with CCC and the Highway Department but the Parish Council will look into this matter to see if they can do anything in trying to get this achieved.
Questions were also raised onto what is happening with Mettle Hill, Cllr Goddin stated that the matter is discussed at meetings and is on this agenda tonight. He stated that it may not appear to residents that anything is happening but the Mettle Hill Working Group meet regularly and will be submitting their recommendations to the Parish Council soon.
Maps: can councillors please think about what they would like to have incorporated on the maps of the village which Mrs Gilmore is preparing, it may result in several maps showing different aspects of the village depending on what is wanted.

220/11/17 To approve and sign Minutes of meeting dated 5th October 2017:
The minutes were proposed by Cllr Land, seconded by Cllr Young, all agreed. The Chairman then signed the minutes as a true record.

221/11/17 District Councillor Report:
Report circulated – there were no questions raised from Parish Councillors

222/11/17 County Councillor Report:
Report circulated – questions were raised concerning the S106 for the 160 dwellings at Melbourn see item 228/11/17.

Working Group Updates/Reports:

223/11/17 Meldreth Futures Working Group: (MFWG)
Two applications have been received for community benefit funding. The application from the Meldreth Gallery Writers Groups will be discussed by the Parish Council at the next meeting. It was felt by MFWG that the application from the Melbourn Amateur Dramatics Society to install tracking for scenery in the village hall needs confirmation from the Village Hall Trustees.

224/11/17 Village Traffic Working Group:
There has been no meeting.

225/11/17 Mettle Hill Working Group:
Cllr Goddin circulated the report. There are two parts of the report.
1. If the Parish Council choose Park Homes then three tenders will need to be sought.
2. Further discussion is needed to explore the concept of Park Homes.
Councillors were asked as to how they felt about Park Homes.
Would Park Homes address the affordable housing need in Meldreth?
The land was originally purchased so that it could not be used for travelling communities to settle on, this the Parish Council with residents' help was achieved.

At no point was it purchased so that it would become an asset to raise revenue.

Managing the site may incur problems for future Council.

Park Homes may be the only viable option but concern on how it is to be run is still of concern.

From the information given by the questionnaire Park Homes was the favourite choice, however residents did not want the land to be sold. The question of affordable housing was not currently an option.

The village did favour Park Homes, however affordable housing may now be the preferred option but it is not possible and would also mean selling the land.

The concept of Park Homes and the understanding of the protection of the lease needs to be fully understood with a clear and positive plan.

The land is due to be made safe and secure, this is the first priority at the moment.

It was agreed that other Park Home providers need to be contacted to see how they would manage the site and what responsibility would be placed on the Parish Council and future Parish Councils.

Close Meeting 8.25

Concern was raised that if Park Homes leave the site that it would open up to other communities.

Open Meeting 8.26

226/11/17

Tennis Club Working Group:

A discussion was had regarding the proposed booking system. The pub have agreed to house the booking system, Cllr Pellatt stated that he would prefer that the Tennis Club oversee the booking system and use an online system and not to rely on the pub. What happens during the hours the pub is not open, how do residents book the courts? Cllr Young stated that the shop were originally going to host this but are now unable to do this, so the pub has now agreed to host.

It was proposed by Cllr James to let the pub house the Tennis Club booking system which will provide access to the tennis courts but with a proviso that it is re looked at in six months. Seconded by Cllr Goddin, vote taken (8 in favour, Cllr Pellatt abstained).

Planning:

227/11/17

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 19th October 2017: Please refer to the planning minutes.**
- **Planning meeting held on 2nd November 2017: Please refer to the planning minutes.**

228/11/17

S106 application with regards to Meldreth Primary School:

The application regarding the 160 dwellings in Melbourn has resulted in that the children will be educated in Meldreth. A question was put to Cllr van de Ven on how long have Meldreth got to put in their recommendations as they, as yet, have not been informed of this officially? Cllr van de Ven stated that a report from Highways is still needed so it would probably not go to Committee until after December. Melbourn primary school are unable to expand to accommodate new students, the first plan was to bus the children to Foxton however this would be an added expense so the decision was taken to send the children to Meldreth; however, further discussion is needed on how children will be travelling to Meldreth. The applicant is not aware of the public enquiry nor the unsuitability of the railway bridge.

Cllr Goddin enquired as to what Meldreth now need to do.

Cllr van de Ven suggested that a meeting be arranged with Cllr Goddin, herself and Cllr Hart to look at what the best approach would be.

Action: RG

229/11/17

Housing Needs Survey:

This is still be carried out by Cambridgeshire Acre.

Major Projects

230/11/17

Pavilion Construction:(LGA 1972 s111)

There have been two quotations received, two more are awaited. The outside store door is warping due to it not having been glossed, this is included in the decorating spec. However, Mr Chappell also took a look at the door and suggested that it needs a chain to stop it from swinging, as it is a heavy (fire) door, he will also make good the repairs to the door where it is splitting at the hinges. Mr Chappell will also fit a lockable cupboard to house the CCTV equipment.

The litter picker would also like to have a bin at the pavilion to store the litter before it is picked up by SCDC. Clerk to enquire with Mr Chappell for the best solution.

Action: Clerk

- 231/11/17 Security for Pavilion:** *(Local Government and Rating Act 1997 s31)*
Clerk and Cllr Young to look over the CCTV policy to make sure it is fit for purpose.
Action: Clerk
- 232/11/17 Church Wall:**
The survey has now been received.
Clerk has been looking into the relevant documentation stating as to when the Parish Council agreed to take on the maintenance of the closed churchyard.
It was also suggested to enquire with Bassingbourn or Barrington as they have just repaired their wall.
Action: Clerk
- 233/11/17 Mettle Hill:**
Specifications for the safety work has been sent out to four companies, still awaiting tenders.
Clerk to follow up.
Action: Clerk

Ongoing Projects

- 234/11/17 Playground:**
All equipment appears to be in good working order, however the matting at the slide may need some repair, Clerk to enquire.
Clerk has one quotation for the matting at the swings, two more awaited.
Action: Clerk
Action: Clerk
- 235/11/17 Safety Fencing at Village Hall Carpark:**
Three companies have been sought, only one response. The heras fencing which is still in place following the tennis court refurbishment will be removed unless the Parish Council agree to pay for it. It was proposed by Cllr Young that as the Clerk had tried to get quotations but only received the one response that the Parish Council agree to that tender as the costing of the heras fencing would outway any further tenders so the protection fence needs to be erected as soon as possible, this was seconded by Cllr Land, all agreed. The tender was for £1100.00. Clerk to confirm.
Action: Clerk
- 236/11/17 Street light survey:**
Survey to replacing the lights along North End (SC1-SC9) and Chiswick End (SC10-SC13). The cost of this survey by Balfour Beatty was £399.85 and already agreed. Clerk is still trying to arrange a site meeting to see which lights need to be replaced first. **Action: Clerk**
- 237/11/17 Proposed closing of the railway crossing on footpath 10:**
Report was circulated by Cllr James. Councillors thanked Cllr James for his very thorough report which has now been submitted.
- 238/11/17 Defibrillators:**
Invoice to be paid for both defibrillators, Community Heartbeat Trust arranging telephone equipment to be removed by BT from the red telephone box, once this has been done Mr Chappell can refurbish the telephone box, Community Heartbeat Trust can help with sourcing the correct paint. Clerk has contacted an electrician who can install the defibrillator at the Village Hall, meeting will be arranged with the electrician, Mr Ray and the Clerk once the equipment has arrived.

Administrative /Other

- 239/11/17 Correspondence and Clerk's Report:**
- Recreation ditch clearance: work will commence on 23 and 24 of November.
 - Recreation area: work on trees and hedges: work will commence on 30th Nov and 1st December.
 - Chestnut Tree at Stocks: planning application has just been received, work is scheduled to commence following planning permission – provisionally booked for the 21st November.
 - The cleaner engaged to clean the pavilion is no longer able to do this. Cllr Fallon cleans the pavilion after the football events, will monitor as at the moment there are no further events booked.
 - Clerk has seen Mr Chappel in regards to village maintenance (pavilion, burial ground gate, repairs to play equipment, dog notices)
 - Dob Bins: Clerk has been in contact with Heidi Duffett (SCDC) to look at replacing a dog bin in the facility of Whitecroft Road and Fenny Lane.
 - Mr Chappel will put a lock onto one of the gates at the burial ground.

240/11/17 Matters arising: (no actions, information only)
There were no matters arising as all matters are on the agenda.

241/11/17 Almhouse Trustees:
Due to the resignation of Dr S Webb there is now a vacancy for a Parish Council representative on the Trustees. Clerk to contact Mr Chilvers for a job description which can be put in Meldreth Matters. **Action: Clerk**

242/11/17 Meeting with Cambridgeshire Acre:
A meeting was attended by members of the Parish Council and Meldreth Futures Working Group (MFWG) to discuss with Cambridgeshire Acre what is needed to carry out Neighbourhood Plan and Community Led Plans. The result of the meeting was that MFWG would like to look further into the possibility of updating the Community Led Plan which was originally conducted in 2005 as the Parish Plan, results of which can be found on the Parish Council website. The Parish Council were unsure that it would be appropriate to carry out a Neighbourhood Plan and it may be better to wait until the Local Development Plan (LDF) is reinstated, which it is hoped will be by the end of the year. A Neighbourhood Plan should run alongside the LDF and not oppose it. Cllr James, in the meantime, will investigate Neighbourhood Plans to see if Meldreth would benefit from doing one. **Action: RJ**

243/11/17 Office IT system:
Cllr Young circulated his report on what is needed in the parish office, this includes new equipment, new software, new phone system and a cloud storage. Cllr Young has been in correspondence with a company in Barrington who build websites and will look at other companies. It was also suggested that the storage of all the old information needs to be transferred to the new system which will take time and will need a professional person to carry this out. The documentation in the office is currently being sorted and archived and the council would like to thank Mrs Gilmore for her help in assisting the clerk with this. The clerk has received a new chair and footrest and once the office is cleared of some of the paperwork a full assessment will be carried out so that it is more ergonomically beneficial for the clerk to work.

Finance

244/11/17 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:

Payments already made

	Gross	Vat		Power	
Staff	confidential	0	October Salaries	LGA 1972 s112	Bacs
Inland Revenue	confidential	0	October 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

Payments awaiting Approval

	Gross	Vat		Power	
S Tibbells (0532191)	42	0	Cleaning	LGA 1972 s133	Bacs
Coton Electrical	90	0	Refit outside light and Electrical Installation Report	LGA 1972 s133	Bacs
Eon	67.74	3.23	Electric for pavilion	LGA 1972 s133	Bacs
CAPALC	25	0	Clerk training	LGA 1972	Bacs
LGS Services	134.4	22.4	Payrole services	LGA 1972	Bacs
Priory Heritage Ltd	572	0	Church wall survey	LGA 1972	Bacs

SLCC	78.4	0	Clerk's book	LGA 1972 s133	Pg 48 bacs
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Community Benefit Fund

Community Heartbeat Trust	4776	796	Two defibrillators and storage cabinets and 1000 fridge magnets	LGA 1972 s	bacs
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Deposits

OPC rent	90
Football subs	100

245/11/17 Cambridge Building Society:
Books to be given to Cllr Searles. **Action: Clerk/RAS**

246/11/17 Budget Process (Precept for 2018/19):
Meetings to be arranged to start the 2018/19 budget
Councillors to bring ideas of projects they believe the Parish Council should be thinking of.

Other Items:

247/11/17 South Cambs Boundary Changes:
12 week consultation by the Boundary Commission for England has held last year. The third phase with Meldreth and Shepreth being added to the list to join East Hertfordshire is now being discussed. This will be known as the Letchworth and Royston parliamentary constituency. This was a decision by central government to reduce the number of constituencies in the UK from 650 to 600 and to ensure that the number of electors in each constituency was equal. Deadline for responses is 11th December. Cllr Searles will draft a response, to be agreed at the December meeting. **Action: RAS**

248/11/17 Councillors' Reports:
Cllr James:
Has looked into the Meldreth Futures website and other similar sites and has found a link that will work with the Parish Council website.
Cllr Searles:
The safety fencing at North End, which was originally damaged by a falling tree has still not been repaired, Clerk to contact the Highway Department again. **Action: Clerk**
The road name sign, also damaged at the same time as the safety fencing has not been repaired. Clerk to contact Diane Duncan again. **Action: Clerk**
Cllr Young:
The footway outside Temple House is very dangerous, Clerk has contacted Highways about this and also SCDC Planning are aware they have also reported it to the Highway Department at CCC.
Cllr Young will look at the tree and tree guard at the children's play area to see if the guard needs expanding.
Cllr Land:
The finger posts at the stocks need some maintenance. Clerk to arrange. **Action: Clerk**

249/11/17 Remembrance Day Event:
Notices of Service have been sent out to all those laying poppy wreaths, traffic regulations will be organised by Mr Remnant and the PR system has been arranged with Mr Hawkins.

250/11/17 Request for an Orienteering Activity which will involve land at Flambards Close and the Recreation Ground:
As the land owners permission is needed from the Parish Council, the event is covered by the organisation's (British Orienteering Federation (BOF) insurance. It was proposed by Cllr Pellatt that this event should take place, seconded by Cllr Land all agreed. Cllr Searles suggested the Clerk contact the organisation and ask them to put up some notices along footpath 6 warning walkers of the event.

251/11/17 Agenda items for the next meeting:
2018/19 Budget, Boundary Changes, MHWG

There being no further business the meeting the Chairman closed the meeting at 9.49pm. The next meeting will be held on the 7th December 2017.

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