

MEETING OF MELDRETH PARISH COUNCIL

Minutes unApproved of the Parish Council Meeting held on Thursday 7th December 2017 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

Present: Cllr R Goddin (**RG**) Chairman, 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**)

- 252/12/17** **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*
Apologies were received from Cllr Pellatt (personal reasons)
Councillor Young left the meeting at 9.15pm
- 253/12/17** **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 interests declared.
- 254/12/17** **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 five members of the public in attendance. There were no matters raised.
- 255/12/17** **To approve and sign Minutes of meeting dated 2nd November 2017:**
The minutes were proposed by Cllr Young, seconded by Cllr Land all agreed. The Chairman then signed the minutes as a true record.
- 256/12/17** **District Councillor Report:**
Report circulated – questions from Parish Councillors
Cllr Hart reported the the Local Development Framework will now probably be in place by late Spring.
Cllr Hart would like to have an item on the agenda for a Youth Parish Council.
There were no other questions raised.
- 257/12/17** **County Councillor Report:**
Report circulated – questions from Parish Councillors
Additional item to the report. Four years ago an event was organised by the County Councillor van de Ven, called 'Be a Councillor', would it be possible to have another event as the elections for both District and Parish Councillors will occur in May 2018. The event would hopefully include neighbouring parishes all of whom are looking at elections. District Councillor Hart reported that the LGA may be able to help with funding. Cllr Searles commented that February would be a good time to hold this event. Agenda item for January. There were no other questions raised.
- 258/12/17** **Office IT Computer System:**
Cllr Young reported that he had had a response from Mr Brian Girling who can oversee the computer software for an initial cost of £90 with an additional charge for training the Clerk at £30 an hour. All data will be transferred and email addresses will remain the same. This was proposed by Cllr Young seconded by Cllr Land all agreed.
The proposed new website will be looked at in January, councillor's have information on various companies.
- Working Group Updates/Reports:**
- 259/12/17** **Meldreth Futures Working Group:**
Cllr Young reported that the working group had looked at four applications: RSPB, MADS, Gallery Writers and a proposal from the working group for a 5aside football post.
The working group recommend that the scenery rack which MADS have requested be handed over to either the Parish Council or the Village Hall.
See item 278/12/17
- 260/12/17** **Village Traffic Working Group:**
There is no update as there has been no meeting.
- 261/12/17** **Mettle Hill Working Group:**
Cllr Goddin reported that companies had been contacted regarding the possibility of Park Homes two meetings arranged for January 2018.

Tenders for clearance project. The Parish Council are awaiting a final quotation. Agenda item for January.

Tenders for Asbestos survey. There have been two responses both of whom quoted under the standing orders, so a third quote is not needed. It was proposed by Cllr Searles to accept ACI Environmental for £395 + vat, seconded by Cllr Goddin, all agreed. All demolition companies have requested that an asbestos survey be completed prior to any demolition works starting.

262/12/17

Tennis Club Working Group:

There has been no further meetings. The barrier fencing has been completed which runs in front of the tennis courts and village hall building.

Planning:

263/12/17

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 16th November 2017:

Temple House, 27 High Street, S/3890/17/FL & S/3891/17/LB. Remodelling of part of a listed building and the demolition and renovation of an adjoining barn within the curtilage. Meldreth Parish Council recommend 'Support' for both applications with no comments. Proposed by Cllr Searles seconded by Cllr Pellatt all agreed.

Adjacent to Fenny Lane Farm, 24 Fenny Lane, S/2890/17/FL. New farm access. Meldreth Parish Council recommend 'Support' with comments. 'Some of the Ash trees have 'Ash Dieback', the application states that two trees are to be removed and 6 to be planted. Trees to be planted need to be 'dieback' resistant or a native alternative. Proposed by Cllr Goddin, seconded by Cllr Searles, vote taken 4 in favour, 1 abstained.

Planning meeting held on 7th December 2017: verbal report

30 Chiswick End, S/4058/17/OL - Outline planning permission with some matters reserved (appearance, landscaping, layout, scale) for the erection of two dwellings, with demolition of lean-to of existing building and alterations to existing highway access. Comments were: this would be building outside the village envelope and would be developing a back land development. This is land outside the village envelope and could be used for affordable housing, in the future. Other concerns are the access to the proposed development along Chiswick End which is narrow and the lack of a footway. It was proposed by Cllr Goddin that the Planning Committee recommends 'Objects' the proposal, seconded by Cllr Searles, all in favour.

Bury Lane Farm, S/4082/17/FL - Erection of children's outside play area, overflow car parking area and low level grass bunding. The Planning Committee recommend 'Support' with no comments. Proposed by Cllr Young, seconded by Cllr Land all agreed.

56 Whitecroft Road, S/4085/17/FL - Two storey rear extension. The Planning Committee recommend 'Support' with no comments. Proposed by Cllr Young, seconded by Cllr Goddin all agreed.

55 High Street, S/4073/17/TP - Tree works. 1 Robinia – tree is excessively tall, causing much shading and liable to wind damage. Pruning required to reduce height to 9-10m (pruned previously). Robinia – tree very tall, causing much shading and liable to wind damage. Pruning required to reduce height to 9-10m (pruned previously). Line – last tree in row of pollarded Limes but allowed to grow to full size. Tree is now overhanging the public road. Height to be cut to match the height of the pollarded limes and maintained as such, Final Height 3.8m same as other trees. It was proposed by Cllr Goddin that No Comment be made, seconded by Cllr Searles. It was also agreed by all, that the Tree Warden's comments be sent to the Tree Officer at SCDC.

264/12/17

S106 application with regards to Meldreth Primary School:

The developers of the 160 housing development in Melbourn have agreed to contribute £250k for transport. This is to transport the children from Melbourn to Meldreth primary school, however this has not yet been finalised. How this will impact on Meldreth is not yet known as the development in Melbourn was not part of any consideration regarding any larger developments happening in Meldreth. County Councillor van de Ven explained that schools are not built for the sole use of the community children but for a catchment area. However, the transport arrangement as they are, are not realistic and do not address the issues raised.

Is there any way that Meldreth can make sure that the S106 contributions towards this can be secured. District Councillor Hart agreed to contact Mr James Fisher (SCDC) to enquire as to what is happening and how it may impact on Meldreth.

Action: Cllr Hart

Major Projects

- 265/12/17 Pavilion Construction:** *(LGA 1972 s111)*
Tenders for decorating to be circulated, decision to be made in January. **Action: Clerk**
- 266/12/17 Security for Pavilion:** *(Local Government and Rating Act 1997 s31)*
Locked cabinet is now in place which will hold the CCTV equipment. Clerk to enquire with Mr Cotton if he can install the CCTV equipment. Cllr Young and Clerk to finalise the policy which will need signing off by the full Parish Council. **Action: Clerk/AY**
- 267/12/17 Church Wall:**
Discussion on best way to proceed. It was agreed that a working party would be beneficial in looking into the matter. Cllr James and Clerk will represent the Parish Council, other members to come from the Church. Clerk to contact the vicar for the names of two church representatives. Cllr Young reported that Barrington had recently done some work to their church wall, Clerk to enquire. **Action: Clerk**
- 268/12/17 Mettle Hill:**
see item 261/12/17

Ongoing Projects

- 269/12/17 Playground:**
Cllr Fallon reported that all play equipment appears to be in good working order. The mat surfacing at the swings needs looking into. Clerk has one quote will arrange for a further two. **Action: Clerk**
- 270/12/17 Safety Fencing at Village Hall Carpark:**
Has now been completed.
- 271/12/17 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. Site meeting being arranged. Clerk to contact Balfour Beatty again. **Action: Clerk**
- 272/12/17 Proposed closing of the railway crossing on footpath 10:**
Cllr James reported that the public enquiry has started. The footpath at Meldreth is due for discussion on Tuesday 12th December.
- 273/12/17 Defibrillators:**
Defibrillators have been purchased, awaiting delivery. There are simulators for sale that would help training. The simulators cost £295 + vat and £10.00 postage. It was proposed by Cllr Young that the Clerk purchase a simulator, seconded by Cllr Land all agreed. **Action: Clerk**

Administrative /Other

- 274/12/17 Correspondence and Clerk's Report:**
- Litter bin for the stocks area has been received awaiting to be erected.
 - New replacement dog bin for the recreation ground has been received.
 - Maintenance projects in the pavilion, burial ground gate have been done.
 - There is now a combination lock on the burial ground. This does not stop residents but does not allow vehicles onto the burial ground without Parish Council authority.
 - Resident's concern regarding Railway Close and how it was minuted. This item was removed.
- 275/12/17 Matters arising: (no actions, information only)**
Housing Needs Survey: This is currently being carried out by Cambridgeshire Acre. Nothing to report at this time. Cllr Searles did report that the form was complicated.
- 276/12/17 Almhouse Trustees:**
The Almhouse Trustees have a new prospective Trustee Mr Richard Remnant, to represent the Parish Council. It was proposed by Cllr Young that Mr Remnant be appointed as the Parish Council representative, seconded by Cllr Fallon all agreed. Clerk to notify the Trustees. **Action: Clerk**

Finance
277/12/17

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	November Salaries	LGA 1972 s112	Bacs
Inland Revenue	confidential	0	November 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	540	0	Grass and verge cutting May	OSA 1906 s9/10	Bacs
J Damant	38.36	0	Expenses	LGA 1972 s133	Bacs
BT	371.99	62	Telephone	TCA 1986	

Payments awaiting Approval

	Gross	Vat		Power	
Talk Talk	22.31	0	Broadband	TCA 1986	dd
D Chappell 1480,1479,1467	372.2	0	Village maintenance, play area, pavilion, burial ground	OSA 1906 s9/10	bacs
Stationary Cupboard	518.27	86.38	Supplies and chair	LGA 1972 s133	bacs
Meldreth Landscapes	1320	220	Fencing at carpark	OSA 1906 s9/10	bacs
Melbourn Warden Scheme	225	0	3 rd Quarter	LGA 1972 s133	Bacs
Fosse Contracts Ltd	300	50	Heras fencing for tennis courts	LGA 1972 s133	bacs
Acacia Tree Surgery	1170	195	Tree maintenance at Stocks	OSA 1906 s9/10	Bacs
S P Landscapes	1800	300	Ditch clearing at recreation ground	OSA 1906 s9/10	Bacs
Glasdon	357.26	59.54	Litter bin for stocks	Litter Act 1983 s5-6	Bacs
Glasdon	259.65	43.27	Dog bin for rec	Litter Act 1983 s5-6	Bacs
UK Safety Management	94.8	15.8	PAT testing office	LGA 1972 s133	Bacs
Stationery cupboard	117.34	19.56	Ink and office items	LGA 1972 s133	Bacs
RBL	75	0	Donation for wreath	S137	bacs

Payments were proposed by Cllr Land to all be correct, seconded by Cllr Searles all agreed.

Deposits

OPC rent	90
Peasgood and Skeats	50
Shepreth PC	1783.64

278/12/17

Community Benefit Applications:

- Gallery Writers application for £600.00 to make a film about the River Mel with accompanying poems. The River Mel is only one of a very few natural chalk streams in the country. It was proposed by Cllr Young to accept the request, seconded by Cllr Land all agreed.

- RSPB Fowlmere application for £750.00 to replace a wooden cabin
This application was discussed further and it was proposed by Cllr Young to refuse the application as it does not have a direct benefit on the community of Meldreth, seconded by Cllr Land all in favour. It was also noted that Fowlmere Parish Council had not been approached.
- MADS application for £500.00 for a new scenery tracking system.
It was proposed by Cllr Young to accept this request, seconded by Cllr Land all agreed. The Village Hall Trustees have given their consent for this piece of equipment. It was after further discussion agreed that the Village Hall should have ownership of this piece of equipment. Parish Council will purchase the equipment and then donate it to the Village Hall so they can include on their insurance.
- 5 aside football post £259.00 to match the one already in situ. It was proposed by Cllr Young to accept the request for one post. The one already in situ is only a couple of years old, seconded by Cllr Fallon. Clerk to arrange purchase. It was suggested by the RFO that monies for this be taken from the S106 budget. This was agreed by all councillors. **Action: Clerk**

279/12/17

Indemnity Document:

26 Chiswick End S/2052/11 – S/0165/12/RM. S106 funds for £3104.38 for open space and £513.04 for community space. Cllr Goddin and Searles signed the indemnity forms, witness by the Clerk/Proper Officer. Though this has arrived late to the Parish Council and it has been suggested by SCDC that the Parish Council use these funds within three years, as there are projects already listed this should not be difficult to accomplish.

280/12/17

Cambridge Building Society:

Cllr Searles reported that he had looked into what the best options for the Parish Council would be for this account. At the moment the fund owes the Parish Council £180.00 to pay back three years of contributions given to the primary school as the bond had been frozen. It was proposed by Cllr Searles to keep the donation at £60.00 and to keep it as a 5yr fixed bond at 1.85%, this was seconded by Cllr Fallon and agreed by all. Cllrs Searles and Land, as the signatories will arrange a new bond. **Action: RAS/CAL**

281/12/17

Budget Process (Precept for 2018/19):

Meetings to be arranged to start the 2018/19 budget. Cllr James, Goddin, Pellatt and the Clerk.
Councillors to notify the clerk of any projects they wish to be included.

Other Items:

282/12/17

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. Responses welcome until the 11th December 2017.

It was proposed by Cllr Young to send in the letter already seen by all councillors, seconded by Cllr Goddin all agreed. Clerk to send in response. **Action: Clerk**

283/12/17

Councillors' Reports:

Cllr Goddin reported that he had been approached by a concerned resident with regards to the lack of adequate lighting along North End. Cllr Goddin reported that this is being looked into by the Parish Council (see item 271/12/17).

Cllr Young enquired if anyone knew of a campaign on road/cycle safety, there have been suggestions that High Visibility jackets were being given away. Clerk will enquire. **Action: Clerk**

Cllr Keena reported that the street lights at Fenny Lane/Burtons are not working again. Cllr Keena had reported to Highways that some of the lights were not working and was informed that 2 of these lights have been permanently turned off, however the lights remaining are now not working. Cllr Keena will report again. **Action: AK**

Cllr Land enquired if the finger posts at the Stocks were being repaired. Clerk notified the meeting the Mr Chappell had been notified and will look at them when he installs the new litter bin.

Cllr Land also asked if the Clerk could investigate bollards at the stocks. Cllr Young also reported that some bollards had been installed at Baldock which may be effective. **Action: Clerk**

284/12/17

Agenda items for the next meeting:

- 2018/19 Budget
- Youth Parish Council
- Becoming a Councillor
- Website
- Computer software/email system
- Stocks area – finger posts, litter bin, bollards
- Road/cycle safety
- Defibrillator (AEDs)
- S106 school transport
- Mettle Hill Demolition

There being no further business the Chairman closed the meeting at 9.20pm. The next meeting will be held on 4th January at 7pm in the Green Room of the Village Hall.

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