

**MEETING OF MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Parish Council Meeting held on Thursday 4<sup>th</sup> January 2018 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

**Present:** Cllr R Goddin (**RG**) Chairman, Cllr N Pellatt (**NP**) Vice Chairman, Cllr J Fallon (**JF**), Cllr R James (**RJ**), Cllr A Keena (**AK**), Cllr C A Land (**CAL**), 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**)

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- 285/01/18**      **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 received from Cllr Lee (personal reasons).
- 286/01/18**      **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.
- 287/01/18**      **Public Participation: [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]**  
There were no members of the public in attendance.
- 288/01/18**      **To approve and sign Minutes of meeting dated 7<sup>th</sup> December 2017:**  
The minutes were proposed by Cllr Young, seconded by Cllr Land all agreed. The Chairman then signed the minutes as a true record.
- 289/01/18**      **District Councillor Report:**  
Report circulated – There were no questions raised by Councillors.
- 290/01/18**      **County Councillor Report:**  
Report circulated – Additional items. The Bus consultation date is still to be decided.  
Q. Clerk enquired if Cllr van de Ven in her role on the Rail User's group would enquire if it would be possible to place a notice at the station informing users to the nearest Defibrillator machine is located. Cllr van de Ven will enquire. **Action: SvdV**  
Cllr van de Ven would like to have the recording of meetings to be placed on the next agenda.
- 291/01/18**      **Office IT Computer System:**  
Cllr Young reported that he and the Clerk had met and as already agreed by the Parish Council, Mr Girling will handle the transferring of all data onto the machine. Cllr Young will be collecting the equipment from PC World and will deliver it to the office. Mr Girling is to set up and install as per his quote including the new broadband. Clerk to talk to BT and Talk Talk as required. A Cloud system will also be installed which is hoped can be shared with Orwell Parish Council. **Action: AY/Clerk**
- Working Group Updates/Reports:**
- 292/01/18**      **Meldreth Futures Working Group:**  
There is no update as there has been no recent meeting.
- 293/01/18**      **Village Traffic Working Group:**  
There is no update as there has been no recent meeting.
- 294/01/18**      **Mettle Hill Working Group:**  
Cllr Goddin reported that he and Cllr James will meet three Park Home companies to further investigate the procedures which would be involved in setting up a scheme at Mettle Hill and how this would affect the Parish Council with regards to obligations associated with setting up and running such a scheme. **Action: RG/RJ**  
The asbestos survey has been done, awaiting the report.  
Tenders for clearance project. The Parish Council discussed the tenders and it was proposed by Cllr Land that the contract should be given to Jacksons, this was seconded by Cllr Goddin and agreed by all.
- 295/01/18**      **Tennis Club Working Group:**  
Arrangements for booking the courts has been published in Meldreth Matters.

**Planning:**

296/01/18

**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> December 2017:****Former GoCold Building, Station Yard, S/1502/17/FL** - Station Yard Meldreth Limited.

Demolition of existing factory building and office and construction of 24no. dwellings with associate landscaping. It was agreed that this should be deferred until the plans have been received. Planning Officer at SCDC is aware and has given an extension until the 4<sup>th</sup> January 2018 for the Parish Council to respond.

**Maycroft Residential Home, S/4343/17/DC** - Discharge of condition 12 (rooflights), 16 (external lighting) and 18 (underground services ) of planning permission S/0984/14/VC. This is for information only. Parish Council note the application but make no comment.

**Planning meeting held on 4<sup>th</sup> January 2018: verbal report**

**Former GoCold Building, Station Yard, S/1502/17/FL** - Demolition of existing factory building and office and construction of 24no. dwellings with associate landscaping. As the plans have still not been received the Recommendation from the Parish Council has been deferred. Planning Officer at SCDC confirmed an extension until the 19<sup>th</sup> January 2018. Clerk to email the Planning Committees decision. **Action: Clerk**

**22 Flambards Close, S/4449/17/FL** - Rear single storey lean to extension an side flat roof extension. Meldreth Planning Committee recommend 'No Recommendation' with no comments. Proposed by Cllr Searles, seconded by Cllr Young all agreed.

**10 North End, S/4430/17/TC** - To reduce the height of the conifers running along the road side by 40% and trim side. The Planning Committee discussed this and agreed that the works need to be done but that a condition be applied to keep the trees maintained at this height. Proposed by Cllr Land, seconded by Cllr Pellatt all agreed.

297/01/18

**S106 application with regards to Meldreth Primary School:**

There is a possibility of a new housing development of 160 homes in Melbourn and the local authority are looking at the students from this development going to Meldreth Primary School, which is due to be expanded. One proposal is to bus the children to Meldreth but there is also the possibility of students walking to the school. The question regarding S106 was discussed and how this proposal will affect Meldreth.

Three main areas are: extension of the carpark; school crossing and footway improvements along Station bridge.

Cllrs Hart and van de Ven suggested that this report be sent to the S106 officer at SCDC.

Cllr James also reported that following his meeting regarding the closing of the station crossing and Network Rail encouraging walkers to cross the road near Fieldgates this could have an impact on the footway at Fieldgates. It may also be advisable to do a more in depth scheme for the whole area near Fieldgates. A scheme is needed to make this area safe. If the railway crossing closes, Network Rail will do parts of the footway but they will not contribute to the large picture of making the area safe. Cllr van de Ven stated that a bus is going to be provided to bus the students but this may not go ahead and agreed that a scheme is needed for this area. It was agreed to write to Cllr van de Ven in her capacity as the County Councillor. Cllr James will put together a possible report which can then be sent to both the County Councillor and S106 Officer it will include the three proposals but will also include the need for a scheme regarding the footway. **Action: RJ**

**Major Projects**

298/01/18

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

Following further discussion it was proposed by Cllr Young that the contract should be given to Jason Kirby, this was seconded by Cllr Land and agreed by all. Funding for this will come out of S106. Clerk to arrange. **Action: Clerk**

CCTV signs need to be erected around the pavilion to inform people that they are there, the cameras will be focused on the pavilion only.

299/01/18

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

Cllr Young has amended the policy and will be circulated to all councillors. Policy to be signed off at the next meeting. Cllr Young has met with Mr Coton who will install the equipment and cameras, there may also be a need to install a small screen but this is not definite at the moment.

- 300/01/18 Church Wall Working Party** (Cllr James, Clerk, Mr Price)  
Clerk has contacted the church in regards to them have representation on the working group. Mr Price has been nominated awaiting a second church representative.

### Ongoing Projects

- 301/01/18 Playground:**  
Cllr Fallon reported that all equipment appears to be in good working order. There is still a hole in one of the trim trails stepping stones. Clerk to enquire again with Mr Chappell on how best this can be repaired. Clerk is still looking at two further quotes for the swing matting.  
**Action: Clerk**  
Cllr Fallon also reported that the litter bin near the green seat has a large hole. Clerk to enquire with Mr Chappell on how this can best be repaired.  
**Action: Clerk**  
There are also two benches behind the pavilion which need to be installed. It was agreed by all to install the benches to the left hand side of the main doors as looking at the pavilion front with the intention of preventing balls being kicked against the wall. Exact position to be discussed with Mr Chappell. Benches must not block or obstruct the fire exits. Clerk and Cllr Fallon to meet with Mr Chappell.  
**Action: JF/Clerk**  
Cllr Young to check the tree and tree guard, as there was a report that the tree has outgrown the guard.  
**Action: AY**
- 302/01/18 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 still to be arranged.  
**Action: Clerk**
- 303/01/18 Proposed closing of the railway crossing on footpath 10:**  
Cllr James attended the recent meeting and reported that it would appear that the Network Rail policy is to close all pedestrian crossings and the funding for this is coming via the Government. Network Rail believes that it is far safer to use the roads rather than cross railway lines. At the moment it is not known what the outcome will be, but it was felt by all those who attended that Meldreth put forward a good argument as to why the crossing should not be closed.
- 304/01/18 Defibrillators:**  
Simulator has been ordered.  
Defibrillator for the Village Hall has been installed. All documentation has been completed and returned to Community Heartbeat Trust. Just awaiting confirmation that it can be put into use. Cllr Young, Clerk and Mr Coton have agreed to monitor the defibrillators, need another two volunteers (agenda item for next month)  
Defibrillator for the red telephone box has been received just awaiting for the telephone box to be refurbished then the machine can be installed.  
Once installed and paperwork completed the code will be given for the machines and the magnets will be done and once received given to all residents.

### Administrative /Other

- 305/01/18 Correspondence and Clerk's Report:**  
**Burial Ground:** The hedge near the shed has been trampled down again and the rabbit fencing damaged this is leaving the burial ground open to rabbits and deer. Clerk has enquired with Mr Chappel to take a look and Cllr Young suggested contacting MD Landscapes to see how much a post and rail fence would cost to fill in the gap, rabbit fencing could then be attached to the fence and hedging replanted.  
**Action: Clerk**  
**Litter storage:** Clerk looking into a storage system for the litter collected by the Litter Picker while it awaits collection from SCDC.  
**Action: Clerk**  
**Training:** It was proposed by Cllr Land and seconded by Cllr Goddin that the Clerk attend training sessions by LCPAS on Employment and Planning, cost is £140 and will be shared with Orwell Parish Council.  
**Recreation Ditch:** Clerk seeking three tenders to clear the ditch and restore the banks.  
**Action: Clerk**  
**Permissive Footpath:** Another request for a permissive footpath has been received, this matter has been discussed previously and the request has been forwarded to the Parish Paths team.

**Orchards East Launch:** SCDC are looking at a project covering six counties in the East of England, Beds, Cambs, Essex, Herts, Norfolk and Suffolk. Funded by the Heritage Lottery and based at the University of East Anglia (School of History). The project is devoted to the past, present and future of orchards in eastern England and will run until spring 2020. This has been forwarded to Joan Gane (History Group) as she is aware of someone who is already in the process of doing this.

**Rural Community Survey:** emailed to all Councillors to complete as individuals.

**Action: Cllrs**

**Dog Bins:** Clerk is still trying to arrange a dog bins along Whitecroft Road/Station Road and Whitecroft Road/Fenny Lane.

**Action: Clerk**

**306/01/18 Matters arising: (no actions, information only)**

There were no matters arising.

**307/01/18 Housing Survey carried out by Cambridgeshire Acre:**

This has now been completed and the report has been circulated to all parish councillors. Cambridgeshire Acre would like to attend the February meeting, clerk to arrange.

**Action: Clerk**

**Finance**

**308/01/18**

**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	December Salaries	LGA 1972 s112	Bacs
Inland Revenue	confidential	0	December 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	OSA 1906 s9/10	Bacs
ASI Environmental	474	79	Asbestos survey at Mettle Hill	OSA 1906 S9/10	Bacs

**Payments awaiting Approval**

	Gross	Vat		Power	
S P Landscapes	1440	240	Hedge removal from play area along with other maintenance works in the recreation ground	OSA 1906 s9/10	Bacs

**Deposits**

OPC Rent and contributions	240
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All payments were proposed by Cllr Goddin, seconded by Cllr Land all agreed.

**309/01/18 Budget Process (Precept for 2018/19):**

The draft budget had been circulated to all councillors and it was agreed to defer a decision until February's meeting.

**Other Items:**

**310/01/18**

**South Cambs Boundary Changes:**

No update received on this.

311/01/18

**Councillors' Reports:**

**Cllr Young** – could the clerk please put an article into Meldreth Matters asking if pedestrians and cyclists could wear light coloured clothing. **Action: Clerk**

**Cllr Searles** – The MHI has been submitted by the clerk but it needs a Councillor to attend to put the case forward at the hearing. Cllr Goddin will try to attend. **Action: RG**

Cllr Searles also reported that the arrangement for the Mary Course award has changed, agenda item for February.

**Cllr Goddin** – would like the following to be minuted. 'After our Council meeting on 7<sup>th</sup> December 2017 a member of the public who had been present throughout the meeting asked to speak to me. She did not introduce herself. She said that they wanted to advise me that she did not consider that the meetings were being conducted in accordance with the law, indicating that she had a legal background. I asked several times for her to give me more specific details of where she considered the Parish Council fell short but she did not do so. I informed her that we followed the guidelines for the conduct of council meetings and unless she could be more specific, I saw no purpose in continuing the conversation'.

312/01/18

**Agenda items for the next meeting:**

2018/19 Budget

Becoming a Councillor

Website

Computer software/email system

Stocks area – finger posts, bollards

Road/cycle safety

Defibrillator (AEDs)

Recording meetings

S106 school transport

Mettle Hill Demolition

MHI

Mary Course Fund

Street lighting – survey with Balfour Beatty

Meldreth Matter extracts

There being no further business the Chairman closed the meeting at 9.45pm. The next meeting will be held on 1<sup>st</sup> February 7.30pm 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