

**MEETING OF MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Parish Council Meeting held on Thursday 5<sup>th</sup> July 2018 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

**Present:** Cllr R Goddin – Chairman (**RG**), Cllr R A Searles – Vice Chairman (**RAS**), Cllr C J Fallon (**JF**), Cllr N Garner (**NG**), Cllr P Gilmore (**PG**), Cllr C A Land (CAL) and Cllr A Young (**AY**)

**In attendance:** J Damant (Clerk) and County Councillor Susan van de Ven

**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 Items 507/07/18 & 508/07/18*

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**473/07/18 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 were received from Cllr Pellatt (personal reasons) these were agreed and accepted. District Councillors Hart and Hales sent their apologies.

**474/07/18 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.

**475/07/18 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 two members of the public in attendance.

It was asked if a Parish Councillor was going to attend the Planning Committee meeting at SCDC on 11<sup>th</sup> July. Cllr Goddin confirmed that Cllr Searles would be attending on behalf of the Parish Council.

MFVG – would like to reaffirm that they were not happy that they had been excluded from the discussion regarding the Parish Council purchasing the 'Tommy Figure' and that in the future they are notified. Cllr Goddin noted their request.

**476/07/18 To approve and sign Minutes of the Meeting dated 7<sup>th</sup> June 2018:**

Following a minor amendment on item 455/06/18 which should have recorded that Cllr Goddin proposed and Cllr Garner seconded.

The minutes were proposed by Cllr Land, seconded by Cllr Gilmore and agreed by all. The Chairman then signed the minutes as a true record.

**477/07/18 Conduct of Meetings:**

Standing Orders approved on the 6<sup>th</sup> April 2017. Cllr Goddin reiterated the need that all councillors put comments through the Chair and to raise their hand so that the Chairman can see that they wish to comment, as noted in the Standing Orders.

**478/07/18 District Councillor Report: Appendix 1**

Cllr Hart was not in attendance but a report had been circulated. Cllr Young would like the Parish Council to support Cllr Hart in her scheme to get the footways in the village made safer. Cllr Gilmore also reported that the Meldreth Traffic Working Group were also working on this with members from the primary school, Meldreth Manor, Orchard Manor and Maycroft Residential Home. Cllr Gilmore also reported that a 'walk around the village' had been organised with herself and Evan Lockland (Highways CCC).

**479/07/18 County Councillor Report: Appendix 2**

Cllr Van de Ven had circulated a report. Cllr Young responded on the report and enquired if the police vehicles mentioned include the police presence that has been spotted in the village twice in the last week.

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**480/07/18 Office IT Computer System:** *LGA 1972 s142*

Website – Clerk to look into companies and correspond with Cllr Young. **Action: AY/Clerk**

**Working Group Updates/Reports:**

**481/07/18 Meldreth Futures Working Group:**

Cllr Goddin reported that the MFVG had concerns about the purchasing of the 'Tommy Figure' see item 475/17/18, however it had been explained at the recent meeting that there could be occasions when the Parish Council have a time constraint and that the Parish

Council are generally able to make financial decisions independently of the MFWG. But where time permits then stated procedures to include them would be followed.

Cllr Fallon reported that the 5 aside white lines have been done and they would be done every time the main pitch was done and was a little confused as to why this is continuously being raised.

Applications which have been put forward by MFWG:

Relate have requested £500, this was proposed by Cllr Young and seconded by Cllr Land to be accepted, agreed by all.

Bike rack/planters to be placed opposite the shop on the land owned by SCDC. This matter has been looked into previously, but the Clerk stated this was some time ago so it would be best practice to get reconfirmation from both SCDC and CCC, it was proposed by Cllr Land to accept this application for a sum of £535.94, seconded by Cllr Gilmore all in favour.

Clarification will also be needed as to who will be maintaining the planting. Cllr Young proposed a £100 annual budget is precepted towards this project this was seconded by Cllr Gilmore all agreed. It was suggested that the gardening club may like to take this on.

**Action: Clerk**

There was further discussion regarding MAYD. Cllrs Gilmore and Garner have both attended a youth club session and submitted a report to other councillors. It was suggested by Cllr Goddin that Cllrs Gilmore and Garner arrange a meeting with MFWG to look over all the reports. An agreement was presented to the Parish Council but has never been signed as further clarification was needed regarding the financial costs, which were never received along with the prospect that the Parish Council would, by signing this document, be obligated for a number of years. Cllr Garner reported that it was his understanding that none of the other parishes had signed this agreement and that Fowlmere were no longer part of the group.

It was proposed by Cllr Young that Cllr Garner, Cllr Gilmore and MFWG look into this matter further and come forward with a recommendation to the council, this was seconded by Cllr Land all in favour.

**Action: NG, PG, MFWG**

**482/07/18**

**Meldreth Traffic Working Group:**

It was proposed by Cllr Goddin to accept the 'Terms of Reference' this was seconded by Cllr Young and agreed by all.

Cllr Gilmore reported that meetings were being arranged with Meldreth Manor, Orchard Manor, Primary School and Maycroft. There is also to be a site meeting with Evan Lockland (CCC) to walk around the village to see where the concerns are regarding the footways. The Speed Indicator Devise (SID) are the responsibility of the Parish Council. There is also concern regarding the white lines which are no longer visible. Clerk reported that these concerns should be reported on the CCC website. One area of concern is College Farm bends.

**Action: All Cllrs to report the lack of white line visibility**

**Planning:**

**483/07/18**

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

(Full Planning Minutes are available via the Clerk, website or notice board).

**Planning meeting was held on 21<sup>st</sup> June 2018:**

**Planning meeting was held on 28<sup>th</sup> June 2018**

**Planning meeting held on 5<sup>th</sup> July 2018: verbal report**

**484/07/18**

**Marley/Eternit Appeal Update:**

Cllr Goddin reported that a Hearing before the Planning Inspectorate had taken place. The developer and land owner were requested to come to an agreement; however, this is not a concern for the Parish Council. The final decision can take up to 10 weeks from the hearing.

**Major Projects**

**485/07/18**

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

This is still on going, a member of North Herts Partnership was assisting Mr Coton on installation problems with the cameras. Mr Coton had reported that North Herts suggested a site visit, Clerk has contacted the company and is awaiting a date.

Cllr Goddin suggested that when the Parish Council are sourcing particular items it would be advisable to source locally and from businesses who can provide ongoing support if required. Cllr Young also stated that definite timescales should also be introduced.

**Action: Clerk**

**486/07/18 Church Wall: (Cllr James, Cllr Goddin, Mr Price, Mr Coton)**

Cllr James reported that a meeting has now taken place and it would appear that the repair works are divided into three areas.

1. Front Wall
2. Side wall, which has been repaired but is still being damaged by the trees.
3. Wall by the gate.

It was suggested that Mr Llewellyn be asked back to look at the options available and what would take precedence and what can be done. Cllr Young enquired if the Diocese of Ely would be willing to help with costs?

Cllr Pellatt is also looking at 'Chancellor Repairs' with regards to insurance.

**Ongoing Projects****487/07/18****Playground:**

Monthly Report from Cllr Fallon was circulated. Cllrs Fallon and Land have inspected the play area with regards to the ROSPA report.

There is a 'recall notice' out on the swings installed by Wicksteed. The swings also need to be adjusted as they are not at the correct height as they need 500mm clearance from the ground so need to be raised.

Clerk is organising site meetings with regards to getting the matting repaired for both sets of swings and the slide. **Action: Clerk**

Signage on play area gate to remind people to 'close the gate'. Clerk to arrange. **Action: Clerk**

Clerk to contact Mr Chappel to have other items repaired:

Trap hazard between the far gate and the fence

Ground worn at the igloo – to be monitored until MFWG have put together their report as the igloo may be removed.

Clerk to order new shackles and chains for the large swings.

Grips for the horse to be ordered.

The zip wire needs a new rubber sleeve, ask Sovereign with them come out for the matting as they installed the zip wire.

ROSPA report showed 'low risk' on all items apart from the swings which are 'medium risk'.

Dog fouling. It has been reported that dogs are fouling on the recreation ground and also are not being placed on leads. Can the clerk look into placing a bylaw on the recreation ground?

Need clarification on how this can be enforced. Clerk reported that the idea of hiring a Dog Warden for Meldreth along with neighbouring parishes has been suggested in the past.

Agenda item (*Clean Neighbourhoods and Environment Act 2005 s55 and s59*) **Action: Clerk**

**488/07/18****Street light survey:** *Parish Councils Act 1957 s3*

Clerk has emailed Balfour Beatty again but still has not received an answer regarding replacing all 13 lights, along North End and Chiswick End.

**489/06/18****Defibrillators:** *Public Health Act 1936 s234*

Defibrillator situated within the red telephone box along North End has been installed. The telephone box has been refurbished, and we are now waiting for the Ambulance Service to give the Clerk permission to remove 'not in service' notice. Clerk will continue to do the weekly checks.

**Administrative /Other****490/07/18****Correspondence and Clerk's Report:**

Clerk attended the 'Share the Vision' held at CAPALC cost £30.00 on the 29<sup>th</sup> June

**Footpaths:** Clerk has received correspondence regarding footpaths 9 and 9a (behind the Turkey farm). The footpath team have cut these footpaths a couple of weeks ago, however the area between the flyover and Station Road the paths are again getting overgrown, the footpath team have been in contact with a local contractor to see if they would kindly cut the edges with their commercial vehicle, if they are unable to do this then it is the responsibility of CCC and needs to be reported via the CCC website. The Parish Council are not responsible for maintaining the footpaths or byways (see item 493/07/18). It was also reported by the footpath team that any alterations to the station access or to the bridge across the railway are the responsibility of Network Rail, the Parish Council cut the opposite side.

**Dog Bin (near war memorial):** Clerk has been in contact with Heidi Duffett to look at placing a dog bin in the area of Whitecroft Road and Station Road, though this may not be possible and another bin at Whitecroft Road and Fenny Lane, presently awaiting an agreement from SCDC as their consent for positioning as they to empty the bins.

A new waste bin has been placed at the corner of Elin Way and Whitecroft Road and the Parish Council bin has been removed

**Pavilion:** litter bag storage still be to ordered.

**Correspondence** received from Mr Ray (Village Hall) are looking for new people to take over some of the roles (Chairman, Hon Secretary and Hon Treasurer).

Quote to repair bus shelter £250-£300, this was accepted by all.

**491/07/18 Matters arising: (no actions, information only)**

There were no matters arising.

**Finance**

**492/07/18**

**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/Inland Revenue/pension	1632.84	0	June Salaries	LGA 1972 s112	Bacs
Talk Talk	23.31	0	Broadband	TCA 1984	DD
D P Gardens	615.00	0	Grass and verge cutting	OSA 1906 s9/10	Bacs

**Payments awaiting Approval**

	Gross	Vat		Power	
Unlimited Logos	78	13	Info boards for Defib training	LGA 1972 s133	Bacs
R Charter	50	0	Rabbit nets	LGA 1972 s133	Bacs
Econgard	96	16	Fire Extinguisher maintenance	LGA 1972 s133	Bacs
M Gough – affordable plumbing	53.80	0	Repairs to pavilion shower unit	LGA 1972 s133	Bacs
B Huett	100	0	Internal audit	LGA 1972 s133	Bacs
Eon	119.24	5.68	Electric for pavilion	LGA 1972 s133	Bacs
CAPALC	30	0	Clerk training	LGA 1972 s111	Bacs
Community Action Suffolk	1303.32	0	Annual insurance	LGA 2000 s101	Bacs
J Damant	53.03	0	Clerk expenses	LGA 1972 s111	Bacs
D Chappel	320.00	0	Phone box	PHA 1936 s234	Bacs
D Chappel	65	0	Flambards Bridge repairs	OSA 1906 s9/10	Bacs

**Deposits**

OPC	90.00
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All payments were proposed by Cllr Goddin, seconded by Cllr Garner all agreed.

**493/07/18 Insurance Policy:**

Cllr Pellatt has looked at the document and agrees that it is a very comprehensive cover. There is a choice of having a 1 year, 3 years or 5-year cover.

It was proposed by Cllr Land to accept the annual cover for 1 year, this was seconded by Cllr Gilmore, all in favour.

It was proposed by Cllr Goddin to accept the cover of £1303.32, seconded by Cllr Garner all agreed.

494/07/18

**Mary Course Fund:**

Clerk is looking into the Internal audit questions; however, the Mary Course Fund is not a Trust Fund.

The donation to the primary school. Clerk to contact the building society to see if the funds are tied up in a bond account, if not then Cllrs Searles and Land can withdraw £60 for the primary school and also withdraw the outstanding money owed to the Parish Council.

It was proposed by Cllr Fallon, seconded by Cllr Land that if the money is not available that the Parish Council pay the amount until funds are available from the Building Society, agreed by all. **Action: Clerk**

495/07/18

**Recreation Ditch:**

The ditch will be cleared of vegetation and some of the bank reinforced where it can be, however the area near the footpath leading from Howards Road to the High Street was not included with this, and now appears to have deteriorated further. Following a site meeting with SP Landscapes, Cllr Goddin, Cllr Fallon and the Clerk with residents on the 2<sup>nd</sup> July, this is not going to be an easy task and SP are not sure if they can do this kind of work. They will give the Clerk a contact to see if they can help, one possibility is to relook at the option of piping this area. This has been looked at before and can be seen in previous minutes. Clerk to get information on what can be done in this area, the other factor is if piped that the pipes already in situ need to be connected and the pipe currently running under the footpath may need to be replaced and this would mean taking up the footpath. SCDC and CCC to be contacted again as well. **Action: Clerk**

496/07/18

**Grass cutting:**

Meldreth have already taken on CCC grass cutting for the verges throughout the village including those areas no longer done by SCDC apart from the areas around Sheltered Housing and the garages along Howard Road. Questions are being asked, though not directly, regarding Parish Councils taking on the Rights of Way and Byways. Meldreth also has a footpath group who manage the footpaths in the village, in the past there was a grant available for such works but this is no longer available. Bassingbourn pays a contractor to do two cuts a year to help subsidise CCC cuts. Cllr van de Ven is enquiring what arrangements the Parish Council has with CCC. Meldreth receive a grant of £652.37 for grass cutting. It was hoped that when Meldreth took on the SCDC verges that this would be increased but that has not happened. The extra verges cost £75 per month extra = £900 per annum. Grass cutting invoice has been submitted for 2018/19 financial year. Clerk has contacted Mr Denise Vacher to enquire what extra funding would be made available if the Parish Council did decide to take this on. Further discussion is needed. **Action: Clerk**

**Other Items:**

497/07/18

**Burial Ground:**

Rules and Regulations. Clerk has sent a copy to CAPALC for their feedback but no response has yet been provided. Cllr Goddin noted that the Parish Council need assistance on this, Clerk to contact SLCC to see if they can also offer assistance. **Action: Clerk**

498/07/18

**WW1 Memorial Figures:**

Decision to install a figure near the war memorial was taken at an earlier meeting but has not yet been purchased. This decision may need to be reconsidered and perhaps changed.

Any change or reversal would require a Special Motion under Standing Order 7(a) and a decision from the full Council. Clerk has met with contractors and requested a costing of placing two concrete bases, one at the war memorial area and one for the church.

A discussion took place about whether the Council had the necessary legal powers to make the purchase. This remains under investigation and it was proposed by Cllr Young that the item not be purchased until the Parish Council is satisfied that there is a proper and legal basis to do so, this was seconded by Cllr Garner all agreed.

499/07/18

**Rail User Group:**

Cllr James reported that the situation is getting ever increasingly unmanageable for commuters and train users. Many trains are no longer stopping at Meldreth in order to make up time due to the new timetable this is now having a major impact on the village with people not able to get to work. Cllr van de Ven also reported that Govia have stated this is an interim timetable which will bring about some stability to the service. However, it is causing major havoc at the moment. Meldreth were supposed to be getting a twice hourly service but this is not occurring.

There is also a financial impact being put on commuters and people having to use taxis to get home and, in some cases, losing their employment as they are unable to get to work. Cllr Young proposed that the Parish Council send a letter on behalf of Meldreth Parish Council, in the first instance and this can be followed up by a letter from all the neighbouring parishes, this was seconded by Cllr Goddin.

Cllr Garner enquired if the Parish Council can assist residents with claims, Cllr Goddin stated that this would be outside the remit of the Parish Council.

Cllrs James and Garner will put a letter together which will be circulated to the whole council for comments. This will then be sent via the Clerk. **Action: RJ/NG**

500/07/18

**Bollard at Stocks:**

Clerk has some information and prices on placing bollards around the stock area, Cllr Gilmore is also looking at the paperwork. Decision needed on whether wooden, plastic or metal bollards are to be placed. The Parish Council would be fully responsible for these bollards. Cllr Gilmore agreed that the Meldreth Traffic Working Group would look into this.

**Action: PG**

501/07/18

**Proposal for a change to the junction layout of Whitecroft and Station Road:**

Meldreth Traffic Working Group are now looking into this.

502/07/18

**Churchyard:**

The tree will be removed on the 13<sup>th</sup> July at 8am.

503/07/18

**Article for Meldreth Matters:**

A resident has kindly put together an explanation regarding how to report items for Highways (CCC), which is very clear and concise. It was agreed by the Parish Council that this is suitable for publication in Meldreth Matters.

504/07/18

**Councillors' Reports:**

Affordable Rural Housing Mythbuster Tour by ACRE

Cllr Searles reported that he has attended the tour which looked at 6 exception sites which looked at affordable housing for local people. Meldreth have two styles at Burtons and Melrose.

The government now allows sites to contain 40% of market housing as it is felt that by mixing it makes it more attractive to land owners to release land. SCDC have also done an affordable site in Sawston and they are the housing association. Documents to be circulated to Councillors.

**Action: Clerk**

505/07/18

**Agenda items for the next meeting:**

WW1 Tommy Figure; Meldreth Matters – would it be possible to just have a link to the Parish Council website; Clerk's appraisal; Church Wall; Bollards at the Stock's area; Bus Shelter; Rail User Group; Burial Ground – rules and regulations; Grass cutting – public right of ways; Recreation Ditch; Street Lighting

506/07/18

**August Meeting:**

It was agreed by all that there will be no meeting in August apart from Planning.

**Public and Press to leave the meeting** (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960)

507/07/18

**Clerk's increment increase set by NALC, this is part of a two-year instalment:**

It was proposed by Cllr Land to accept the increment, this was seconded by Cllr Garner all agreed. Payments will be backdated.

508/07/18

**Clerk's Appraisal:**

Cllrs Young and Goddin will be doing the appraisal. Clerk will complete a self-appraisal first.

There being no further business to discuss the Chairman closed the meeting at 10.30pm. Next meeting is scheduled for September 6<sup>th</sup> 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.

## District Councillors' Report July 2018

### **South Cambs Local Plan**

An enquiry to the Housing and Communities minister soon after the Lib Dem group took over the administration in early May resulted only last week in a letter saying that Inspector's report would be sent to PINS for "fact-checking" in the week commencing 25th June.

### **Marley Appeal**

Jose and Philippa and Susan attended the appeal last week and you have received Cllr Goddin's report summarising the proceedings. As before, local representatives found themselves at odds with the Marley team. Several of the local management team attended, including from the Sports and Social Club. In faithfully representing the village's opposition to the scheme, we should not wish to send the message that local councillors do not support the Marley Eternit business in Meldreth.

### **TTP expansion plans**

Jose, Susan and Philippa also attended a meeting with senior management at TTP in Melbourn to learn more about their ambitious expansion aspirations. They will be presenting their plans at an EGM of Melbourn PC yesterday, with a public presentation scheduled to take place at Melbourn Hub on Tuesday 10th July from 5pm until. The company hopes to expand to the rear of the Melbourn Science Park and increase its workforce by a third by building and occupying cutting edge premises designed to impact very little on the countryside and to create a fertile environment in which to work.

### **MAYD**

Jose and Philippa went to the recent meeting of the MAYD committee, also attended by Cllrs Gilmore and Garner. The groundwork's team running the Youth Club gave us some idea how the club is organised and run. We encouraged the youth group leader to meet Yr 6s at Meldreth Primary to tell them more about the Youth Club and he has written to the School requesting an audience.

### **Orchard School**

Jose Susan and I have a meeting scheduled for next Friday with staff and students of Orchard Manor to take forward their campaign to improve pavements and accessibility for wheelchair users and those with physical disabilities around the village.

### **Parklife**

SCDC holds its annual Parklife event on Sunday this week at Milton Country Park. There are lots of free activities for all ages including canoeing, kayaking, paddle-boarding, den-building, fishing archery, climbing wall and many more. For more information, follow this link <https://www.scambs.gov.uk/parklife>

## Parish Council County Councillor Report

July 2018

**Accident College Farm bend:** For the Meldreth Traffic Working Group - A local resident reported to me a collision between himself in his own car, and what he thinks was a rail replacement bus. We have the details and I'm following this up with GTR. Fortunately, no one was hurt and the bus was empty, but plainly the bend is not wide enough to accommodate passing vehicles of any extraordinary size.

**Grass cutting – public rights of way:** In response to Mitch's public question in June, and similar questions from neighbouring parishes where the same problem of overgrown paths have been reported, I've queried with County on alternative ways of doing things. In the same way that village grass cutting payments are made, it is possible to seek lump sum payments from the County Council for the maintenance of parish rights of way.

**Question to County Council:** I've submitted this formal question to the July full council meeting, following a local resident complaint about the County Council's rejection of his compensation claim:

'Given the state of 'managed decline' of the County Highway network, which is reflected in the dramatic jump in numbers of pot holes reported and compensation claims made thus far in 2018, should the County Council be reviewing and increasing its network inspection schedules?'

**NHS Funding Boost and us:** I reported to you last month on the responsibility of the Council's Health Committee to scrutinize various aspects of NHS funding. Shortly thereafter there was a national announcement of an NHS funding boost. I've queried whether this would offer some relief to the County Council's Public Health budget – PH responsibilities now sitting with local authorities. It would appear that the NHS funding boost excludes Public Health, so our task will be to find about £700K in 'savings,' also called 'disinvestments,' for 2019-20. This affects the delivery of public health contracts in our community. Of course we try to identify waste and save money that way, but after so many years the reality now is increased 'targeting' – deploying funds to the most extreme need first.

**Police community support, in response to local rise in crime:** The Neighbourhood Police Panel meetings no longer exist and policing is clearly being done in a 'new way.' South Cambs now has one police station, which is located in Cambourne and is closed Tuesday-Sunday. Opening hours are Monday 10-3. The phone number is 101.

Anyone on the Ecops mailing list will have noticed the rise in reported incidents of crime in South Cambs villages over the months. I've been personally contacted by the victims of two local violent assaults this past spring, both concerned about lack of visible police presence in the villages. Other councillors in other South Cambs villages have also raised concerns. I've asked for a briefing to answer residents' concerns and have been offered a meeting in early August. I will report back.

**Trains:** The Meldreth, Shepreth and Foxton Rail User Group meeting on June 27 was attended by about 70 people (thanks to Nick Garner for attending). While it provided none of the answers we wanted (when will things get better; how will compensation be properly addressed), it was important in keeping our three stations on the radar of all those in positions of responsibility. A detailed update will be provided in Meldreth Matters, & posted on our website & Facebook page.