

**MEETING OF MELDRETH PARISH COUNCIL**

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

**Present:** Cllr R Goddin – Chairman (**RG**), Cllr C J Fallon (**JF**), Cllr N Garner (**NG**), Cllr R James (**RJ**), Cllr C A Land (**CAL**) and Cllr N Pellatt (**NP**)

**In attendance:** J Damant (Clerk), District Councillor P Hart, District Councillor J Hales and County Councillor S van de Ven

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**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 transacted.*  
This was not needed on item

**Guest Speaker:** Sarah Grove (Meldreth, Shepreth and Foxton Railuser Group) Project Officer).. To give an introduction and update on the Community Rail Partnership.

**540/1018 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 Councillors' Gilmore, Searles and Young. These were accepted and agreed by all.

**541/1018 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:**  
Interest were declared by Cllrs Fallon and Pellatt on item 543/10/18  
There were no other interests declared.

**542/10/18 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 three members of the public in attendance.  
Dr van de Ven queried the planning minutes regarding 32 Station Road, S/2998/18/FL as this was normally known as Fieldgates and they were not aware of any planning application. This was a residence in Melbourn which sits very near to the boundary and Meldreth had been asked to comment. (All planning applications are accessible on SCDC website).  
The Chairman welcomed Sarah Grove who addressed the meeting with regards to what is happening the Rail User Group. At the present moment they are working on the Line Action Plan. The station gardens in all three stations have proven to be a great success though each one is managed in a different way. Sarah also informed the meeting that information on the group can now be obtained using Twitter and Facebook and this is proving to be very positive. There have been major problems with the new timetable which was implemented earlier in the year, however since July 2018 this appears to have settled down a bit. The group are now trying to get the ½ hour trains back and it is hoped that the new timetable due in December will show this. At the present time the rail company are focusing on getting the weekday trains running better, but once this has been achieved it is hoped to get a better weekend service. At the recent Rail User meeting three items were discussed these were:

1. A shelter will be placed in March on the Cambridge platform
2. Information boards will be placed in December.
3. Application for 'Access for All' projects to improve access to the station will be submitted to GDR. This will include a ramp and lifts to improve station access.

Sarah Grove has also visited Melbourn Village College to inform students and their families on how to access funding for train transport for 6<sup>th</sup> Form College.

**542/10/18 To approve and sign Minutes of the Meeting dated 6<sup>th</sup> September 2018:**  
The minutes were proposed by Cllr Pellatt to be correct, this was seconded by Cllr James, agreed by all. The Chairman then signed the minutes as a true record.

**543/10/18 District Councillor Report:**  
Report circulated – questions from Parish Councillors  
Q. How will the grant pot be advertised.  
A. Cllr Hales stated that there is a link on the District Council website. This grant fund is mainly aimed at voluntary groups such as CAB, Home Front.  
Q. What is happening with the Parliamentary Boundaries?  
A. Nothing at the moment.

544/10/18

**County Councillor Report:**

Report circulated – questions from Parish Councillors

Cllr van de Ven stated that in order to have a better case for the 'Access for All' it is important that all correspondence regarding the difficulties that residents experience should be minuted in the Parish Council minutes.

The report included one residents difficulty in trying to reach Meldreth Primary School, with a push chair from Melbourn, the only routes they can take is to either walk across the railway bridge via Station Road, which when pushing a child and holding onto another child is dangerous as the footway is not wide enough, the other option is to cross the railway platform bridge, which again is not easy to negotiate with two young children and a push chair. The kissing gate at the end of the footpath is also difficult to get through with a pushchair.

The issue of the kissing gate and that it is difficult for pushchairs and wheelchairs to negotiate is one area that the Parish Council could look into and try and find a solution that would benefit everyone.

The time frame is short and it is hoped to get all the information before the Community Partnership Meeting. Cllr van de Ven will meeting Cllr James to discuss a way forward.

*Close meeting 8.55pm*

*There was a discussion about the presentation of District and County Councillor reports*

*Open meeting 9.10pm*

545/10/18

**Office IT Computer System:**

WebsiteClerk has forwarded information of two website companies who specialise in parish council websites. Cllr Young will make enquiries.

**Action: AY**

**Working Group Updates/Reports:**

546/10/18

**Meldreth Futures Working Group:**

Bicycle planter racks to be planted positioned opposite the shop on SCDC land. Permission has been granted and these planters will not be fixed to the ground by any fixings. They can now be purchased.

Line markers for football club – The MFWG are in favour of this item being purchased using the Community Benefit (Solar Fund). The amount was for £425. Proposed by Cllr Land, seconded by Cllr Goddin all agreed. *Cllrs Fallon and Pellatt declared a personal interest as members of the football club.*

Bowls Club – MFWG have requested further information.

547/10/18

**Mettle Hill**

UpdateCllr Goddin reported that they have spoken to CAPALC with regards to finance implications and how best monies can be managed. Further investigation is needed.

548/10/18

**Meldreth Traffic Working Group:**

UpdateDeferred until the next meeting as Cllr Gilmore was absent from the meeting.

549/10/18

**MAYD: (Melbourn, Meldreth, Foxton and Shepreth)**

Update from the working group regarding the invoices received from MAYD

Cllr Garner circulated his report to council members. A meeting is to take place next week and it is hoped that he will be able to present his final report at the next Parish Council meeting. It was raised by Cllr James if all the other group parishes are now financially supporting the youth club. Cllr Garner believed this to be the case, the majority of the children attending come from the parishes who are part of the scheme.

**Action: NG**

**Planning:**

550/10/18

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

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

There was no planning meeting held on 20<sup>th</sup> September 2018

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

**Major Projects**

551/10/18

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

## Ongoing Projects

552/10/18

### **Playground:**

Monthly Report from Cllr Fallon. All equipment appears to be in good working order, the steps on the trip trail still need to be filled in and the bolt on the zip wire cover still need to be done. Cllr Land will install the missing bolt.

**Action: CAL**

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Quote received from Wicksteed for resurfacing the matting others awaited these will then be looked at by the Recreation Ground working group.

Chain spares for cradle swings and handles for springy horse have been received and will be installed. Clerk to arrange.

**Action: Clerk**

553/10/18

### **Bench for WW1 Commemorations:**

Bench has been ordered at a cost of £862.00 and will be received prior to November 11<sup>th</sup> commemorations, there still needs to be a decision as to where this bench will be placed.

. It was suggested to enquire if the primary school would like to have the bench placed on the verge outside the front of the school, if they do not favour this suggestion the bench could be placed in front of the Village Hall. Clerk to contact the primary school on the first instance to see what they would like to do.

**Action: Clerk**

554/10/18

### **Street light survey:**

Update on the cost of replacing all 13 lights. Still ongoing Clerk to contact Cllr Searles.

555/10/18

### **Recreation DitchGround:**

Compensation – from Anglian WaterThe Parish Council to ask Anglian Water for compensation for the disruption that the sewage spillage caused the recreation ground. It was suggested to ask for funds to purchase trees and tree guards for the recreation ground. Cllr Goddin has spoken to Mrs Lynch the Parish Council's tree warden for her advice on what trees would be best planted. Cllr Goddin to approach Anglian Water, all agreed.

**Action: RG**

556/10/18

### **Cycle Stands:**

Due to the planning development in Melbourn, cycle racks have been offered to Meldreth to be placed near the station. The racks have to be placed either on Local Authority land or Parish Council land. The site of placing them near the notice board opposite the station entrance was felt to not be a safe site, the question as to why they could not be put in the station is not possible due to Third Party agreement under the S106 agreement. Two new positions have been forwarded: near the war memorial and opposite Tavern Yard. The Parish Council discussed the two new suggestions being put forward by Cambridge County Council (CCC) however the Parish Council are still unhappy with all the locations and do not believe that any of the suggested placing are safe. It had been suggested by CCC that the Parish Council could approach Network Rail, who are regarded as a third party, to see if they would agree to have these cycle racks installed on their land. Cllr Goddin will contact CCC for a contact name who the Parish Council may approach to ask the question.

**Action: RG**

## Administrative /Other

557/10

### **Correspondence and Clerk's Report:**

- Bollards have been ordered received from Wickstead, these will be placed around the stock's area.
- Monies from the Mary Course Fund have been reimbursed to the parish council and the Primary school.
- Cambridgeshire Local Councils Conference – Friday 23<sup>rd</sup> November at Hinchbrook Business Park PE29 6FL. Cllr Goddin and Clerk to attend.
- Malton Lane – carriageway repairs on Malton Lane – 5<sup>th</sup> November - 16<sup>th</sup> November 2018 from the hours of 8.30 to 3.30pm.
- Waterlight Film Project website launch: Melbourn Hub 10<sup>th</sup> October 11am -2pm
- Audit has passed the external audit and notices have been placed on the notice board. There were comments given from the external auditors

*'The smaller authority has disclosed that it made proper provision during the year 2017/18 for the exercise of public rights, by and answering 'Yes to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do so this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in*

reports from internal and external audit, but answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

- The clerk requested if notice boards could be placed inside the pavilion for notices and at the Burial Ground. It was proposed by Cllr Goddin and seconded by Cllr Fallon that this would be a good idea and agreed by all. Clerk will liaise with Cllr Fallon. **Action: Clerk/JF**
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- A dog bin has been installed near Fenny Lane crossroads, this was not organised by the parish council but by SCDC.
- Clerk has purchased a litter storage bin for the litter to be placed in prior to it being collected by SCDC. This will be installed near one of the pavilion walls. Recreation Ground Working group to look at the best position prior to it being installed. **Action: Clerk/RGWG**

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- The Recreation ditch has been cleared; however, Cllr Fallon reported that it has not been satisfactory as debris was now blocking the pipes. Clerk has also arranged a site meeting with Miles Contractors to look at the ditch and if it needs to be shored now that it has been cleared of foliage and shrubbery.
- **Request for a memorial bench at Recreation Ground:** Clerk has given interested parties costs of benches which are similar to the one placed near the stocks. It was proposed by Cllr Goddin and seconded by Cllr Land and agreed by all that a bench could be placed in the recreation ground but positioning still to be discussed and agreed.
- **Request to place planters near the stocks area:** A request has been received to place three planters at the stock area. There will be three planters each representing the three organisations (Orchard Manor, Meldreth Manor and Maycroft). It was proposed by Cllr Goddin to support this request and this was agreed by all. It was requested that the Parish Council see the design of the planters before any work is carried out.
- Parish Plan Forum: 30<sup>th</sup> October at 6pm at Cambourne

**558/10/18 Matters arising: (no actions, information only)**  
There were no matters arising

**559/10/18 Policies:**  
Updated Standing Orders 2018 – proposed by Cllr Garner, seconded by Cllr James all agreed.  
Media & Press – proposed by Cllr Goddin, seconded by Cllr Pellatt all agreed.  
Safeguarding – proposed by Cllr Fallon, seconded by Cllr James all agreed.

**Finance**

**560/10/18 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. : Additional payments are shaded.**

**Payments already made**

	Gross	Vat		Power	

Staff/PAYE/NI/pension	1645.32	0	September Salaries	LGA 1972 s112	Bacs & dd
Talk Talk	23.31	0	Broadband	TCA 1984	dd
D P Gardens	615	0	September Grass and verge cutting	OSA 1906 s9/10	Bacs

### Payments awaiting Approval

	Gross	Vat		Power	
North Herts Partnership	435.85	72.64	CCTV cameras	LGA 1972	
Wicksteed	149.64	24.94	Swing chains	LGA 1972 s111	Bacs
Melbourn Parish Council	145.00	0	Cllr planning training	LGA 1972 s111	Bacs
Stationery Cupboard	104.50	17.42	Ink	LGA 1972 s111	Bacs
Sally Walmesley	178.92	0	Clerk's cover	LGA 1972 s112	Bacs
Sally Walmesley	20.25	0	Clerk's expenses	LGA 1972 s111	Bacs
D P Gardens	90.00	0	Extra cuts in recreation ground	OSA 1906 s9/10	Bacs
Melbourn Warden Scheme	225	0	2 <sup>nd</sup> Quarter	LGA 1972 s111	Bacs
UK Safety Management	94.80	15.80	PAT testing office	LGA 1972 s111	Bacs
UK Safety Management	94.80	15.80	PAT testing pavilion	LGA 1972 s133	Bacs
PKF Littlejohn	480.00	80.00	External Audit	LGA 1972 s111	Bacs
Glasdon	405.25	67.54	Bollards for stock area	OSA 1906 s9/10	Bacs
J Damant	137.63	0	Expenses	LGA 1972 s111	Bacs

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### Deposits

Precept	30,000.00
Other items	315.00

Payments were proposed by Cllr Goddin to be correct and in order, seconded by Cllr Land agreed by all.

### Other Items:

**561/10/18**

#### **Rail User Group:**

Update from Cllr James regarding the situation with the new train service and how it is impacting on the village. Cllr James reported that some of the services are now back in service. There was a discussion about the Cambridge-Oxford link and on the forthcoming consultation. The preferred route has not yet been formally announced.

It was proposed by Cllr Goddin that Cllr James liaise with County Councillor van de Ven to find out what the parish council need to do with regards to the grant application for 'Access for All', see item 542/10/18, this was seconded by Cllr Land and agreed by all. **Action: RJ**

**562/10/18**

#### **Emergency Plan:**

SCDC would like all parishes to submit an Emergency Plan. Template has been circulated to all councillors. This is a suggestion it is not a requirement. There were no councillors able to give this the time at the moment. However, it was suggested the Clerk speak to Cllr Searles to enquire if there is a concern regarding flooding within the village. **Action: Clerk/RAS**

**563/10/18**

#### **Lengthsman:**

Report circulated by Cllr Gilmore. This matter was briefly discussed but it was agreed to defer this item until Cllr Gilmore can be in attendance.

**564/10/18**

#### **Christmas Tree Festival 2018:**

Will take place on 1<sup>st</sup> & 2<sup>nd</sup> December – volunteer needed to decorate the Parish Council tree. There was no volunteer, agenda item for November.

**565/10/18**

#### **November 11<sup>th</sup> 2018**

Volunteer or volunteers needed to lay the wreath. Cllr Garner and Cllr Gilmore jointly will lay the wreath.

**Action: NG/PG**

Volunteers needed to help with the morning event – traffic management. Last year Cllrs Searles, Young and Land assisted with the traffic management. Mr Hawkins kindly operated the PA system, Clerk to enquire if the same set up can be done this year.

**Action: Clerk**

**566/10/18**

**Councillors' Reports:**

**Cllr Goddin**

Clerk to contact Mr D Llewellyn if he would meet Cllrs Goddin and James to discuss his survey on the church wall.

**Action: Clerk**

The public booking system is working and will be reassessed in the Spring 2019. Cllr Pellatt enquired if more efforts can be made to encourage public use. The Tennis Club now have over 100 members.

Q. Is the school using the facilities?

**Cllr Fallon**

Mr Charter would like to rabbit the burial ground over the next couple of months, it was agreed that this can be done as the rabbit population needs to be kept down, notices will be placed.

Clerk to have the wooden tap housing at the Burial Ground repaired.

**Action: Clerk**

**567/10/18**

**Agenda items for the next meeting:**

Clerk's appraisal, Traffic Management report from PG, Lengthsman, Financial Standing Orders, Kissing gate at the station footpath, Church Wall

There being no further business to discuss the Chairman closed the meeting at 9.28pm, the next meeting will be held on 1<sup>st</sup> November 2018

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.