

MEETING OF MELDRETH PARISH COUNCIL

Minutes unApproved of the Parish Council Meeting held on Thursday 1st November 2018 at 7.30 p.m. in the Green Room of Meldreth Village Hall.

DRAFT

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

In attendance: J Damant (Clerk), District Councillor J Hales

- 568/11/18** **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 N Pellatt, these were accepted and agreed by the council. Apologies were also received from District Councillor P Hart and County Councillor S van de Van.
- 569/11/18** **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.
- 570/11/18** **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.
- 571/11/18** **To approve and sign Minutes of the Meeting dated 4th October 2018:**
The minutes were proposed by Cllr Land to be correct, these were seconded by Cllr Fallon and agreed by all. The Chairman then signed the minutes as a true record.
- 572/11/18** **District Councillor Report:**
A report from District and County was circulated.
Q. Cllr Gilmore asked for an explanation regarding the works that Highways are to be carrying out in the village. Cllr Hales explained that the works being looked into are all those that had been logged via the County Council website.
Q. Cllr Young enquired about the police surgeries which are presently held in Melbourn and whether Meldreth could hold a surgery. If it is a cost of room hire could the Parish Council cover the cost? If the surgeries were to be held in the Community Rooms the charge is £5hr, It was proposed by Cllr Young that the Clerk make enquiries with the PCSO on holding a policy surgery in Meldreth, this was seconded by Cllr Goddin and agreed by all.
Action: Clerk
The Police surgery will be held on 22nd January 2019 at Melbourn Hub. Cllr Hales reported that Melbourn have hosted 3 or 4 surgeries so far and that they are well attended.
- 573/11/18** **County Councillor Report:**
See agenda item 572/11/18
- 574/11/18** **Office IT Computer System:**
Cllr Young had circulated some information regarding two companies which could set up a new website for the Parish Council. Cllr Young reported that there were two packages being offered 'Classic' and 'Modern' from 2commune Limited. The website is set up by clerks who are very aware of how Parish Councils work and their needs. They are also on hand to help if needed. Most of the work will be completed by the Clerk.
It was proposed by Cllr Young to accept the 'Modern' package as this will allow the council to grow with future needs on the website at a cost of £1250 + vat, this was seconded by Cllr Gilmore and agreed by all. **Action: Clerk**
It was proposed by Cllr James that this would be a good project for the use of solar money, this was seconded by Cllr Land and agreed by all. The annual maintenance costs would be precepted for. Clerk to inform the Meldreth Futures Working Group. **Action: Clerk**
- Working Group Updates/Reports:**
- 575/11/18** **Meldreth Futures Working Group:**
Bicycle planter racks to be planted opposite the shop on SCDC land. Clerk to purchase. **Action: Clerk**
Bowls Club – still being discussed by MFWG
Melbourn Amateur Dramatics Society (MADS) – being discussed by MFWG

576/11/18

Mettle Hill

Letter regarding legal/financial advice has been sent to Cambridge & Peterborough Association of Local Councils (CAPALC), as requested. This letter has now been forwarded by CAPALC to the National Association of Local Councils (NALC). This is the procedure which has to be followed. Parish Council awaiting a response from NALC. Cllr Goddin also reported that the Parish Council may need to be able to demonstrate the General 'Power of Competence' and that councillors will need to be trained (Localism Act 2011). There is also a question regarding whether the income arising might be classed as a business income and subject to tax.

577/11/18

Meldreth Traffic Working Group:

Cllr Gilmore reported that it has not been easy to contact the Highway Department (CCC). Cllr Gilmore has been looking into costings for particular items and has been unable to get any costings. Clerk reported that the MHI/LHI documentation should have costings. Will investigate.

Action: Clerk/PG

Cllr Garner also reported that Haslingfield have just had some traffic calming installed. Clerk to make enquires with their Clerk.

Action: Clerk

There was also a brief discussion on a 20mph being installed on the High Street, to be discussed further.

578/11/18

MAYD:

Cllr Garner reported that the recent meeting has been postponed and is now due in December 2018. Cllr Garner reported that the costing per head is reasonable and that the youth provision is very good and that the outstanding invoices are in line with the number of children from Meldreth who attend. MAYD are also looking at ways of advertising and are also looking into engaging with the children in the primary schools to encourage them to attend the youth club. Meldreth have the second largest groups attending next to Melbourn. Cllr Garner reported that they are looking into better governance but this has no affect on the invoices which are outstanding for 2016/2017 and 2017/2018.

It was proposed by Cllr Garner to pay the 2016/17 invoice for £2089.00, this was seconded by Cllr Gilmore and agreed by all.

Action: Clerk

It was also proposed by Cllr Garner to pay this from the Community Benefit fund, this was seconded by Cllr Goddin and agreed by all.

The invoice for 2017/18 needs further discussion.

Planning:

579/11/18

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

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

Planning meeting held on 18th October 2018

Planning meeting held on 1st November 2018:

Ongoing Projects

580/11/18

Playground:

Monthly Report from Cllr Fallon. All equipment appears to be in good working order with outstanding items still to be done.

Clerk reported that there was to be a site meeting to look at the matting, this will be for the third quote. The repairs to the stepping stone (filling in the hole), zip wire bolt for sheath and to install the new chains and raise the flat swings along with putting on the hand grips for the horse, is in hand and will be completed soon.

581/11/18

Bench for WW1 Commemorations:

The bench has been received and will be transported to the War Memorial site for the 11th November service. Meldreth primary school are happy to have the bench erected permanently in front of the school. Clerk has arranged to have the concrete plinth inspected and to have the bench installed following 11th November. Clerk will liaise with the contractor and school.

Cllr Young suggested that it would be a nice idea to have the bench blessed, Clerk to contact the vicar.

Action: Clerk

582/11/18

Street light survey: (13 lights along North End and Chiswick End)

It has been advised by Balfour Beatty that a design is carried out to ensure that the correct number of columns and the correct LED are applied, this will have an extra cost. If the Parish Council feel that this is not the way to go Balfour Beatty can quote to upgrade the existing columns where required and install all with the new LED equivalent to the existing lanterns.

It was proposed by Cllr Gilmore that the Parish Council should accept the original quote which advised for new lights and for one column to be upgraded, this was seconded by Cllr Land and agreed by all. Following a discussion, it was agreed that it is only the lights which need replacing and that the Clerk contact Balfour Beatty requesting a specification of the type of LED lights needed.

Action: RAS/Clerk

583/11/18

Recreation Ground Compensation:

Anglian Water have offered £1000.00, it was proposed by Cllr Goddin and seconded by Cllr Searles to accept this offer, and agreed by all.

There then followed a discussion on the type of trees and tree guards.

It was suggested by Cllr Young that the recreation ground working group take a look and see where they would like to have the trees placed as this may affect the type of tree that can be planted.

Action: RGWG

Clerk will make enquiries as to the soil types and what trees are best in those positions.

Action: Clerk

The decision of purchasing the same tree or different trees to be discussed later. Cllr Young stated that due to increasing diseases it might be beneficial to have a variety just in case.

It was proposed by Cllr Young to purchase three tree guards from Andy Klose Engineers at a cost of £295 each so that they match the tree guards already within the village, they maybe more expensive but they are robust and very well made, this was seconded by Cllr Land and agreed by all.

Action: Clerk

584/11/18

Cycle Stands:

Update on the bicycle stands from the S106 agreement with Melbourn development. Cllr Hales reported that he, Cllr Hart and Cllr van de Ven have been in contact with Cambridge County Council as to where the bike racks would be better placed. Cllr van de Ven is speaking with Network Rail to see if they would be happy to have the bike racks on their land. Cllr Goddin thanked the Councillors for all their work and effort in this discussion and thanked them for their support and backing on what the Parish Council were trying to achieve and that the areas suggested by Cambridge County Council were not appropriate and were in our opinion dangerous.

Administrative /Other

585/11/18

Correspondence and Clerk's Report:

Bollards have been placed around the Stocks area. Clerk enquired if the Parish Council would like the bollards to have a thin reflector strip on them, it was proposed by Cllr Young that this would be a sensible idea, seconded by Cllr Goddin and agreed by all. Clerk will arrange.

Action: Clerk

Cambridgeshire Local Councils Conference – Friday 23rd November at Hinchbrook Business Park PE29 6FL. Cllr Goddin and Clerk to attend.

Recreation ditch: Site meeting with Miles Contractors has taken place they recommend to have the silt of about 18" removed, the soil will need to be stored to be dried out as landfill will no longer take wet soil. Clerk has spoken to SP Landscapes who do not undertake this type of work, still to look at other companies or local farmer who may help. Clerk is looking into setting up a maintenance programme of getting a contractor to cut the ditch twice annually. SCDC are going to arrange the clearance of the other ditch which leads to Bells Close, SP Landscapes are the contractors for SCDC so it would be a good idea to try and liaise with SCDC to get both sides done at the same time. Clerk arranging and will report back to the council when costs and times have been given.

Action: Clerk

Cllr Goddin proposed that the soil could be placed at Mettle Hill, this was seconded by Cllr Young and agreed by all.

Christmas Tree: Cllr Garner will be responsible for dressing the tree.

Action: NG

586/11/18

Matters arising: (no actions, information only)

Fire Extinguishers have been tested and a new foam extinguisher is required.

Fixed wire testing has been completed.

Notice board to be ordered.

Cllr Garner has volunteered to do the Parish Council Christmas tree.

587/18/18

Policies:

Financial Regulations have been circulated and will be agreed at the next meeting. Cllr Goddin had some amendments. Clerk and Cllr Goddin to go over the policy and recirculate.

Action: Clerk/RG

Finance
588/11/18

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/PAYE/NI/pension	1651.23	0	October Salaries	LGA 1972 s112	Bacs & dd
Talk Talk	23.31	0	Broadband	TCA 1984	dd
D P Gardens	615	0	October Grass and verge cutting	OSA 1906 s9/10	Bacs

Payments awaiting Approval

	Gross	Vat		Power	
SP Landscapes	1170.00	195.00	Recreation ditch	OSA 1906 s9/10	Bacs
D Chappel	337.00	0	Bus shelter near memorial (repairs and cleaning)	OSA 1906 s9/10	bacs
EON	84.87	4.04	Electric for pavilion	LGA 1972 s111	Bacs
J Damant	36.57	0	Expenses	LGA 1972 s133	Bacs
Village Garden Services	105	0	Installation of bollards	OSA 1906 s9/10	Bacs
SCDC	5	0	Room hire at Community rooms	LGA 1972 s111	Bacs
PWLB	3728.25	0	Loan	LGA 1972 s111	DD

Deposits

Funeral fees	£55.00
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All payments were proposed by Cllr Goddin and seconded by Cllr Land all in favour.

Other Items:

589/11/18

Budget:

Preparation for the 2019/2020 Precept. Cllrs Goddin, Pellatt, James, Garner and the Clerk will meet on 15th November to look at the budget process. **Action: RG/ NP/RJ/NG/Clerk**

It was also suggested that the Clerk contact the MFWG to enquire if they had any ideas for allocation of funds. **Action: Clerk**

590/11/18

Rail User Group:

Letter of support from Meldreth Parish Council regarding 'Access for All' has been sent to the Rail User's Group.

Cllr James reported that there is no further news regarding the closure of the footpath across the railway.

Kissing Gate at the footpath leading from High Street to station. In the past it was advised by Highways that we would need some kind of gate in this area, as a barrier near the road cannot be installed due to cables under the footway. They were concerned that by removing the gate children would be able to run straight into the road. It was proposed by Cllr Young that the kissing gate should remain, this was seconded by Cllr Goddin and agreed by all.

It was proposed by Cllr James that the Parish Council pay for the room hire at Elin Way for the next Rail User Group meeting, this was seconded by Cllr Goddin and agreed by all. Clerk will notify the Estate Officer to invoice the Parish Council. **Action: Clerk**

591/11/18

Emergency Plan:

SCDC would like all parishes to submit an Emergency Plan. Template has been circulated to all councillors. Following a discussion, it was agreed that this is not something the Parish Council need at this moment.

592/11/18

Lengthsman:

This matter was discussed and concern was expressed regarding the Parish Council taking on projects that the local authorities are responsible for. Cllr Gilmore stated that the position of employing a lengthsman was partially funded by the local authority. There is the question on what Parishes will be expected to take on in the future and this might be a good possibility once more is known about what responsibilities are going to be handed down to parish level. Meldreth did have a very active Highway Volunteer Group who looked at lots of these areas such as cleaning signs, cutting back foliage, clearing and widening the footways. Cllr Gilmore will take another look and see if the group would be interested in being reactivated.

Action: PG

593/11/18

November 11th 2018

Cllr Gilmore and Cllr Searles have volunteered to help with the traffic management. Cllrs Gilmore and Garner will lay the wreath.

594/11/18

Councillors' Reports:

Cllr Searles

A special thank you to the Parish Paths Partnership who cleared the leaves from the stocks area, the leaves have to be cleared and burned.

Cllr Goddin

A meeting has taken place to look at the church wall and the costings involved. The costs would mean an ongoing project over a number of years however at the moment the wall is safe but it will need to be done. This will be discussed during the precept meeting.

Cllr Fallon

Can the Clerk contact SCDC Estate Officer or CCC to ask that the footway opposite 17 Elin Way be cleared of foliage which is breaking up the footway and is trip hazard.

595/11/18

Agenda items for the next meeting:

Clerk's appraisal will take place on the 5th November 2018

There being no further business to discuss the Chairman closed the meeting at 9.42pm, the next meeting will be held on 6th December 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.