

**PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Parish Council Meeting held on Thursday 6<sup>th</sup> December at 7.30 p.m. in the Green Room of Meldreth Village Hall.

**Present:** Mr R Goddin (**RG**) - Chairman, Mr R A Searles (**RAS**), Mr C A Land (**CAL**), Mr N Pellatt (**NP**), Mr A Young (**AY**), Mr N Garner (**NG**), Mrs P Gilmore (**PG**), Mrs J Fallon (**JF**)

**In attendance:** S Walmesley (Acting Clerk), County Cllr S van de Ven, District Cllr Hart, District Cllr Hales

- 596/12/18 **To receive any apologies for absence:**  
Apologies received from Cllr R James and Mrs J Damant (Clerk). These were accepted and agreed by the council.
- 597/12/18 **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 declarations declared.
- 598/12/18 **Public Participation: [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council – 3 mins per item]**  
There were no members of the public in attendance.
- 599/12/178 **To sign and approve Minutes of meeting 1<sup>st</sup> November 2018:**  
The minutes were proposed by Cllr Land, seconded by Cllr Fallon and agreed by all. The Chairman then signed the minutes as a true record.
- 600/12/18 **District Councillor Report:**
- 601/12/18 **County Councillor Report:**  
A joint report from the District and County Councillors had been distributed to Councillors. The District Councillors were asked about the new dog bins proposed by South Cambridgeshire District Council, at the recent parish liaison meeting, which would not be mounted on posts. Cllr Hales advised that the new bins were for mixed waste and if they were the same design as those installed in Melbourn would be concreted into the ground.
- Cllr van de Ven referred to a request for help with the cost of room hire, for two sessions, for the CAB and Mental Health group. It was proposed by Cllr Young and seconded by Cllr Land to fund them in principle. This expenditure would be formalised as an agenda item at the next meeting.
- Cllr van de Ven was asked about the fines given at the station. She advised that the fine for parking outside lines at Shepreth station and parking without a ticket when the machine was broken at Meldreth were being contested. She added that it was difficult finding an accountable person.
- 602/12/18 **Office IT Computer System:**  
Further information was awaiting from the Clerk. The invoices received did not accord with what was agreed. The invoice was being held.
- Working Group Update/Reports:**
- 603/12/18 **Meldreth Futures Working Group:**  
There was no information available relating to the bicycle planter racks planned opposite the shop on District Council land. The Bowls Club and Meldreth Amateur Dramatics Society along with the village hall had put forward a proposal for improved lighting. A lot more information was needed.
- 604/12/18 **Mettle Hill**  
The Chairman reported that feedback from CAPALC/NALC was awaited. He expressed dissatisfaction at the lack of response over questions raised relating to levels of reserves, power of competence and tax issues associated with any incoming income. He and the Clerk had been urging a reply.

605/12/18

**Meldreth Traffic Working Group:**

Cllr Gilmore reported on the meeting of the working group held on the 15<sup>th</sup> November 2018. She had circulated a report to Councillors.

Cllr Gilmore had recently attended a site meeting with a County Council officer to discuss traffic issues, (motor vehicle activated signs) MVAS were discussed along with a proposal of speed cushions. She added that the new style of cushion was larger so would slow down lorries as well as cars. Cllr Land expressed his concern over emergency service vehicles being forced to slow down.

Overhanging shrubbery was an issue and properties identified would be sent out reminders. There was also an issue at the primary school with parking and there had been a couple of near misses. The working group was working together with the school and county highways to try and get parents not to park so close to the school. A request had been made to refresh the lining in this and other areas of the village. Enquiries had also been made about a pelican crossing without beacons. Cllr Hales stated that a crossing without beacons would be worse than no crossing. He referred to the crossing outside The Hub in Melbourn. It was noted that there were flashing signs outside the primary school already.

Complaints had been made about leaves and mud. Cllr Searles suggested that the first line of attack should be with the local farmers. District Cllr Hart stated that straw was particularly bad and suggested that the Clerk write to Michael Burton.

**Action: Clerk**

The Chairman reported that the safety of the village hall car park was being investigated. At present cars and pedestrians used the path which had no warning signage anywhere and suggested that this was addressed.

Cllr Gilmore asked if the Parish Council would support the purchase of MVAS. The Chairman advised that consideration would be given to the purchase once a proposal had been put together with costings.

**Action: PG**

606/12/18

**MAYD**

Cllr Garner reported that since the November meeting he had been trying to contact Melbourn Parish Council and had now arranged a meeting for the 11<sup>th</sup> December.

**Planning:  
607/12/18**

**Planning**

Planning Meeting held on 22<sup>nd</sup> November 2018 –minutes circulated to be agreed at meeting on the 20<sup>th</sup> December 2018

Planning Meeting held on the 6<sup>th</sup> December 2018 –The Chairman gave a verbal report on the meeting held earlier.

**Ongoing Projects**

608/12/18

**Playground**

Cllrs Fallon and Land still to look through the quotations. The spare parts for the cradle swings and springy horse had been received and the Clerk was now waiting for a contractor. Cllr Fallon added that the hole had now been filled on the wooden step.

609/12/18

**Bench for WW1 Commemorations**

The Clerk had advised Councillors that she was having difficulty finding a contractor to carry out the installation. The original contractor could not now help. Councillors agreed that this needed to be moved on asap. Cllr Young explained what was needed. It was suggested that the contractors carrying out the works at the primary school be asked if they could help. The Chairman would follow this up with the Clerk.

**Action: Clerk**

610/12/18

**Street Light survey**

Balfour Beatty had been contacted regarding the 13 shades and one pole. A response was awaited.

611/12/18

**Recreation Ground Compensation**

Anglian water had agreed to pay a compensation of £1000 which would be used to purchase trees for the recreation ground. A discussion took place on a proposal and possible positions. Cllr Young reminded Councillors that there would be an additional cost of tree guards and offered to prepare a proposal to bring back for agreement. It was recognised that the cost of the project would probably cost the Parish Council an additional £1000. The extra funding would be discussed once the proposal was finalized.

**Action: AY**

612/12/18

**Cycle Stands (Development at Melbourn):**

Cllr van de Ven had circulated her response to the County Council regarding the requirement but had not received a reply. The Chairman stated that more stringent action should be taken and Councillors agreed that the developer should not be dictating to the council where the cycle stands should be installed.

It was suggested that Heidi Allen MP and the press be approached but Cllr van de Ven advised against this as she did not think that they could solve the problem as it was a legal issue. Apart from her robust challenge she had also made it clear to Govia and Thameslink that they had not met their requirement of a cycle rack at the station. She suggested that the Parish Council wait until a response from the County Council was received.

A discussion took place on other areas in the village the stands could be positioned. Cllr Young suggested that the planning officer be asked to amend the planning conditions so that the developer could install elsewhere. This would then fulfill the obligation. The village hall was suggested. Cllr van de Ven agreed to ask if this was possible.

**Action: SvdV**

#### Administrative/Other

##### 613/12/18 Correspondence and Clerks's Report:

**Reflector tape** had been received for the bollards at The Stocks. Cllr Young offered to collect this. It was noted that a memorial bench had been destroyed. If the bench was not on the insurance schedule then it was suggested a replacement be installed by the Parish Council.

**Office organization.** It was stated that the excess paperwork had been discussed with the Clerk who proposed that professional assistance be given to filtering out what could be destroyed. **LGS Services** had advised that their fees were £20 per hour and the work would take up to 10 hours. Cllr Gilmore advised that she had helped out in the office earlier in the year and stated that there was so much paperwork generated. It was proposed by RG seconded by CAL that LGS be asked to carry out the work. All Councillors in agreement. **Action: Clerk**

Software training can be given, in house, from ROEM they are able to give both Microsoft and Excel training which may be better suited. Clerk has also made enquires with CAP trainers to see if they would also be willing to carry out training.

There has been an issue at the graveyard regarding a grave which was left untidy by the gravedigger, Clerk has reported this to the Funeral Director concerned.

Greater Cambridge Partnership (GCP) – Foxton level crossing

[www.greatercambridge.org.uk/transport/transport-projects/foxton](http://www.greatercambridge.org.uk/transport/transport-projects/foxton)

Greater Cambridge Partnership (GCP) – Cambridge South West Park & Ride scheme

[www.greatercambridge.org.uk/transport-projects/m11parkandride](http://www.greatercambridge.org.uk/transport-projects/m11parkandride)

South Cambs Tree Warden Scheme 26<sup>th</sup> November 7pm at Whittlesford Memorial Hall.

Meldreth Tree Warden has been notified`.

##### 614/12/18 Matters Arising (no actions, information only)

There were no issues raised.

##### 615/12/18 Policies:

Financial Standing Orders –The Model Financial Regulations had been circulated to Councillors. Cllr Searles raised some concerns over some procedures which needed to be clarified. The Chairman asked him to prepare a note of the points which would then be discussed with the Clerk. This item would be revisited at the next meeting.

**Action: RAS/RG/Clerk**

#### Finance

##### 616/12/18

**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

**Payments including any additional payments:**

##### Payments already made

	Gross	Vat		Power	
Staff salaries/PAYE/NI & pensions	1659.65	0	November Salaries	LGA 1972 s112	Bacs & dd
D P Gardens	540	0	November Grass and verge cutting	OSA 1906 s9/10	Bacs
2communes	3360	560	Website setup	LGA 1972 s142	Bacs
PWLB	3728.25	0	Loan repayment	LGA 1972 s133	Bacs

##### Payments awaiting Approval

	Gross	Vat		Power	
SP Landscapes	1170.00	195.00	Recreation ditch	OSA 1906 s9/10	Bacs
Mooncraft	60	0	Email issues	LGA 1972 s142	bacs
UK Safety Management	204.00	0	Fixed wire testing	LGA 1972 s144	Bacs

Stationery Cupboard	5.76	.96	Photocopying for Futures Group	LGA 1972 s133 (CB)	<b>Pg 109</b> Bacs
BT	406.39	81.28	Telephone and broadband	TCA 1986	DD
David Ogilvie	1160.40	193.40	Memorial bench	S137 (CB)	bacs

#### Deposits

Funeral fees	35.00
Orwell office rent	360.00

There was a query regarding 2communes, the payment listed for the website setup which was being investigated. Item 602/12/18 and has not yet been paid.

Payment were proposed by Cllr Goddin, seconded by Cllr Land and agreed by all.

#### 617/12/18 **Meldreth, Shepreth and Foxton Community Partnership:**

The request for £700 towards running costs of the group had been discussed in the past. It was noted that this was the second year. It was proposed by CAL seconded by NG to agree the £700 contribution. All Councillors in agreement. Clerk to arrange payment. **Action: Clerk**

#### 618/12/18 **Funding Request for Bikeability cycle training in schools:**

Cambridgeshire County Council had advised that a grant previously made through the Department for Transport for cycle training in schools may no longer be available. Funding was in place for the current financial year but from April 2019 there may not be enough funding to ensure that every school is offered all of the training places needed. Currently the cost per pupil was £40 to participate.

Parish Councils were asked if they would be prepared to make a financial contribution towards cycle training in the area.

It was acknowledged that at this stage it was only an enquiry.

It was agreed that this communication would be forwarded to the Futures Working Group.

**Action: Clerk**

#### Other Items

##### 619/12/18

#### **Budget:**

The Chairman reported that the Finance Group had looked at the paperwork. It was agreed to defer agreement of the budget until the next meeting. The Clerk advised that the Parish Council had until the beginning of February 2019 to submit a precept demand to South Cambridgeshire District Council.

##### 620/12/18

#### **Rail User Group**

A meeting had been held the previous evening. The Chairman suggested that Councillors wait for the minutes from the meeting to be available and pick up questions from there. He added that it was a very robust meeting.

##### 621/12/18

#### **Emilie Agnes Elin Alms Houses :**

It was noted that the appointment of Mr Iain McPhee, as the Parish Council representative, had already been approved.

##### 622/12/18

#### **Councillors Reports:**

**Chairman** –The Chairman advised that he had been contacted by a resident concerned over drone activity outside the property near a second-floor window. He had advised that this was not a Parish Council issue and advised the resident to report to the Police. Cllr Young stated that he had witnessed this activity in another area of the village adding that it was illegal to use a drone in a built-up area.

**Cllr Pellatt** –Concern was expressed over the number of trial bikes and quad bikes racing up and down Whitecroft Road and into the fields. Cllr Young had also spotted two bikes on the High Street with no number plates or helmets. He had rung 999 but was told that nothing could be done at that time. Residents were urged to keep reporting on 111.

**Cllr Land** – A request was made for something else to be installed now the posts at The Stocks had been installed, to stop vehicles going onto other areas. Cllr Gilmore suggested chain links.

It was believed the posts were working as lorries had been seen taking a longer route. It was agreed to wait and see what effect the reflectors had on the posts.

**Cllr Garner** – Ownership of the track from the station to the kissing gate was asked. The path was not well lit and it was also not suitable for wheelchairs or pushchairs. The ownership to be investigated.

Councillors were reminded that there was to be a Police surgery in the Community Room on the 7<sup>th</sup> December.

**Cllr Searle** –The North End road nameplate, entering the village from Shepreth, had been demolished two years ago. Cllr Searle asked that the reinstatement of the nameplate be urged.

**623/12/18**

**Clerk's Appraisal**

In the absence of the Clerk this was carried forward to the next meeting.

**624/12/18**

**Agenda Items for next meeting**

There were none requested.

There being no further business to discuss the Chairman closed the meeting at 9.15pm

The next meeting will be held in the 'Green Room' of the Village Hall on 3<sup>rd</sup> January 2019 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

\_\_\_\_\_

\_\_\_\_\_