

PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL

Minutes unApproved of the Parish Council Meeting held on Thursday 3rd January 2019 7.30 p.m. in the Green Room of Meldreth Village Hall.

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

In attendance: J Damant (**Clerk**) and District Cllr J Hales

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 on item 653/01/19.*

625/01/19 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 accepted and agreed by the council. Apologies were also received from County Councillor S van de Ven and District Cllr P Hart.

626/01/19 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.

627/01/19 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 was one member of the public in attendance who raised the following points:
It was stated that there is increasing concern regarding mental health issues, including dementia and general loneliness. Maycroft are a credit to the village and it is hoped that they may be able to offer an outreach service. It was noted that the SCDC financial portfolio holder (Cllr John Williams) has urged parish councils to raise as much as they can to support services in their villages. One possible scheme is the Parish Nurses scheme which is organised and managed by local churches. It was reported that such a scheme has been running in Linton. These schemes are funded by voluntary donations and it was stated that parish councils have contributed. Cllr Goddin informed the member of the public that the Parish Council has asked for legal advice from CAPALC as there are strict rules on parish councils providing funding for church activities, this has been passed onto NALC. He also said that any proposal should in the first instance be considered by Meldreth Futures Group. The applicant(s) would therefore need to apply to the Meldreth Futures in the usual way. The forms can be found on the website or obtained from the Clerk. If there are developments to report on this matter it will be on the next agenda.

The resident also enquired about Mettle Hill, suggesting that the proceeds of a scheme could be applied to such projects as the Parish Nurse, stating that at present the parish is incurring the cost of the loan but no use is being made of the site. Cllr Goddin reported that the uses of Mettle Hill and certain associated legal issues remain under investigation. The Parish Council will in due course consider the issue of use of proceeds when a decision to proceed with a scheme is under review.

628/01/19 To approve and sign Minutes of the Meeting dated 6th December 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.

629/01/19 District Councillor Report:

There was a combined report see Appendix 1

630/01/19 County Councillor Report:

Appendix 1

It was agreed that the Clerk write to Mayor James Palmer with the Parish Council's concerns regarding the 127 bus and that it provided a vital service to the village. Clerk to draft a response.

Action: Clerk

631/01/19 Office IT Computer System:

It was reported by Cllr Young to accept the invoice for £3360.00 as this was correct, the minutes at the last meeting reported the agreement for the amount of £1450.00 which was part of the £3360.00 package. This was proposed by Cllr Goddin, seconded by Cllr Land and agreed by all. Clerk can now raise the payment.

Action: Clerk

Working Group Updates/Reports:**632/01/19****Meldreth Futures Working Group:**

There was no formal report but Cllr Goddin updated the council on what has been happening.

Bicycle planter racks to be planted opposite the shop on SCDC land. The Clerk has been in contact with the company enquiring if they can send an invoice as the Parish Council are not able to pay via an internet payment with a credit card. Still awaiting their response.

Bowls Club – this is still being investigated.

Melbourn Amateur Dramatics Society (MADS) – There have been two applications for lighting one by the village hall and one by MADS, it has been suggested that the village hall put in the application as the lights will be put into their property and therefore, they will be responsible for the lights.

633/01/19**Meldreth Traffic Working Group:**

Cllr Gilmore that there is nothing to report this month but to have on the agenda for next month.

634/01/19**MAYD:**

Update from Cllrs Garner and Gilmore, regarding the invoice (2017/18) received from MAYD. There are two councillors who represent Meldreth on the MAYD Committee, Cllrs Garner and Gilmore. This is part of the original agreement when MAYD was originally set up that those Parish Councils who were part of the scheme sent one or two parish councillors to the meetings.

Cllr Garner reported that the last meeting had been a very positive one and that the Service Agreement had been looked into. Parents had been concerned that children could leave the youth club and were then not being supervised. This has now been explained and that parents will be directly contacted by the Youth Club workers to enquire about children who should have been in attendance. Parents will also sign an agreement giving permission for this. Youth Clubs are not allowed to force children to stay; they can leave but this has been causing concern for parents. It is hoped that better communication will assist with this concern. Attendance is rising and there is an increase in older children attending.

It was suggested by Cllr Garner to withhold payment for 2017/18 until a further meeting with Meldreth Futures has taken place as they are still concerned, Cllr Young stated that this is not correct procedure and that this is an old invoice and should be paid. Cllr Gilmore stated that there has never been a signed agreement with MAYD regarding the running costs that Meldreth are expected to pay. Cllr Young also stated that another invoice will be due soon for the 2018/19 sessions. Cllr James proposed that if the next invoice is received prior to the next meeting that payment should be made for both years (2017/18 & 2018/19), this was seconded by Cllr Young and agreed by all.

Action: NG/PG**Planning:****635/01/19****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 20th December 2018

Planning meeting held on 3rd January 2019: verbal report

Ongoing Projects**636/01/19****Playground:**

Monthly Report from Cllr Fallon. All equipment appears to be in good working order.

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

Action: Clerk

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

Action: Clerk**637/01/19****Bench for WW1 Commemorations:**

Four Counties were not happy with the concrete plinth which they first thought would be alright to hold and fix the new bench. Another quote has been received for £500 this is to remove the old concrete plinth and install a more substantial base. It is hope that the bench will be installed by the 9th January subject to weather. It was proposed by Cllr Young to accept this new quote, seconded by Cllr Goddin and agreed by all. Clerk to notify Four Counties.

Action: Clerk**638/01/19****Street light survey: (13 lights along North End and Chiswick End)**

Email has been sent to Balfour Beatty, clerk awaiting response on what lights would be best used. The clerk and Cllr Searles had nothing new to report.

639/01/19

Recreation Ground Compensation:

Donation from Anglian Water for £1000 has been received this will be used to purchase trees for the recreation ground. Parish Council will purchase tree guards.

Cllr Young will look into some tree guards, Cllr Garner also commented that there maybe some old guards at Wimpole Hall which may be available, the Clerk will make enquiries.

Action: Clerk

Update on types of trees and positioning of them. Cllr Young will look at some tree types and bring back to the council six types of tree, for a decision at the next meeting. Clerk will also make enquiries with Mr Damant, as to what trees would be best regarding type of tree, soil and maintenance.

Action: Clerk

640/01/19

Cycle Stands:

Update on the bicycle stands from the S106 agreement with Melbourn development. Cllr van de Ven and Cllr Hales were also looking into this for the Parish Council. There also appears to be problems with placing the bicycle racks in the railway station area.

Cllr Goddin reported that he had been notified by SCDC to contact the developer directly, which he has done. The Parish Council are not in agreement to the areas being suggested by CCC as to where to place the bicycle racks as the areas being suggested are not only unsuitable but dangerous and the Parish Council would like this to be relooked at. It does not seem suitable that the Parish Council are being asked to agree to something they feel is not appropriate. Cllr Goddin will report to the Parish Council once he hears back from the developers.

Action: RG**Administrative /Other**

640/01/19

Room Hire Payments:

It was discussed at the last meeting that the Parish Council would consider paying for the room hire for two meetings (CAB and the Mental Health Group). It was proposed by Cllr Goddin to agree to paying for these meetings up to £20.00, seconded by Cllr Young and agreed by all. It was also agreed that this would be paid via the Community Benefit Fund.

641/01/19

Correspondence and Clerk's Report:

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, Steve Marshall has also offered to help the Clerk. It was suggested by Cllr Young that a more professional approach should be taken regarding the Clerk's training and that members of the village would be very much welcome but in the first instance is to get an up to date training scheme in place and he proposed that ROEM, if their costings were within £500 limit, to be contracted to carry out the training, this was seconded by Cllr Goddin and agreed by all. Clerk to contact ROEM.

Action: Clerk

Reflector tape has been received and Cllr Young has installed it, this has made a major impact on the area and is now very much more visible. The question of inserting chains is with the Traffic Working Group.

LGS have started removing files from the office.

Econgard Services Ltd (Alarm Solutions) have recommended to supply and install 1 x 6ltr AFFF extinguisher which will replace the present one which is out of date. £112.00.

Gate at the recreation ground: Clerk has met with Mr Sean Gentle (SCDC) to see if the Parish Council would be able to extend the entrance and install a new gate, this is so that larger vehicles can gain easier access to the top of the recreation ground. Mr Gentle did not think there would be a problem as the access route would not be impeached upon, but he did suggest contacting the planning department. Clerk will make enquiries. SP Landscapes also agreed that they would be able to clear the ditch of mud if they could gain easier access and that the silt can be disposed of on the bund at Mettle Hill. Cllr Goddin did not feel this would be a problem. Clerk to contact SCDC Planning and SP Landscapes to start the project.

Action: Clerk

Clerk also stated that she had been in contact with SCDC to see if they would agree to getting the part of the ditch on the other side of the recreation ground cleared by their contractor on an annual maintenance contract and that it would be easier for the Parish Council to use the same contractor so that both ditches would be cleared of foliage on an annual basis. Clerk to follow up.

Action: Clerk

642/01/19

Matters arising: (no actions, information only)

There were no matters arising

643/01/19

Policies:

Financial Regulations – Cllr Goddin has looked through the Policy and is happy with the majority of the Policy; however, there are three areas which require changes in our procedures.

1. There needs to be a member of the Parish Council who is not a signatory to sign off bank regulations quarterly, Cllr James agreed to take this on. **Action: RJ**
 2. At the present time the bank needs two authorisations, the clerk is taken as one of these, when it should be the clerk raising payments and two councillors authorising, Cllr Garner agreed to becoming a signatory. Once this has been done then the bank mandate for authorising payments will be changed from two to three. **Action: Clerk**
 3. PINS will be put into a sealed envelope and given to the Chairman. **Action: Clerk**
- With these amendments it was proposed by Cllr Goddin to adopt the Financial Regulations, this was seconded by Cllr Gilmore and agreed by all.

Finance
644/01/19

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 salaries/PAYE/NI & pensions	classified	0	December Salaries	LGA 1972 s112	Bacs & dd
D P Gardens	514.00	0	December Grass and verge cutting	OSA 1906 s9/10	Bacs
2communes	To be discussed		Website setup	LGA 1972 s142	Bacs

Payments awaiting Approval

	Gross	Vat		Power	
The Parish Notice Board Company	270	45	50% deposit for notice board for burial ground	LGA 1972 s111	Bacs
Royal British Legion	75.00	0	Donations for wreath	S137	Cheque
Econgard	112	?	Fire Extinguisher	LGA 1972 a111	Bacs
Meldreth Landscapes	30	5	Fixing of fence near tennis courts	OSA 1906 s9/10	Bacs
Glasdon	41.35	6.89	Reflector taps	LGA 1972 s111	Bacs
Mobile Warden Scheme	275	0	Donation towards scheme	LGA 1972 s111	Bacs
Stationery Cupboard	153.05	30.61	Ink, diary, post its	LGA 1972 s111	Bacs

Stationery Items to be offset by a payment from Orwell Parish Council.

Clerk to pay the £700.00 to the Rail User Group from the precept budget.

All payments were proposed to be correct by Cllr Land, seconded by Cllr Goddin and agreed by all.

645/01/19

Bank Signatories:

Cllr Garner will become a bank signatory.

646/01/19

Meldreth, Shepreth and Foxton Community Rail Partnership:

Cllr James updated the council on what has been happening. The group meet three times a year and are a different group from the Rail User Group. The Rail Partnership look at how to improve the railway and have set up a trust, Mrs Beverly Cotterall is the Meldreth trustee. The next meeting will take place in April 2019. TTP also attended the recent meeting and explained that they had been experiencing problems with recruiting. The weekday service has improved but they are still having problems with the weekend service. Govia Thames Link are looking into compensation and have asked the Rail Partnership for ideas. Cllr James also reported that concern had been raised regarding the length of time the gates at Shepreth were taking to release traffic once the trains had gone through along with parking issues at Shepreth.

- 647/01/19 Funding Request for Bikeability cycle training in schools:**
This information has been forwarded to the Meldreth Futures Working Group. This had not been discussed as they were not aware of the scheme, information to be sent to the Meldreth Futures again. **Action: Clerk**
- Other Items:**
- 648/01/19 Budget:**
Preparation for the 2019/2020 Precept. Update from the Finance Working. This has been looked into but further data is needed. Clerk to enquire if an extension, until the next Parish Council meeting, would be given otherwise another meeting needs to be scheduled. **Action: Clerk**
It was also reported that Cllr Garner is looking at a three-year financial forecast which will be reviewed by the Financial Working Group. **Action: NG**
- 649/01/19 Rail User Group:**
Cllr James also commented on the Rail User Group and a resident's wish to change the kissing gate on the footpath leading from the station to the High Street. This has been looked into many times and unless another gate is installed Highways felt it would be unsafe to have nothing as children can run down the footpath straight onto the High Street, a barrier cannot be installed on the footway, thus acting as a barrier, as there are cables directly underneath.
- 650/01/19 Emilie Agnes Elin Alms Houses:**
Clerk to write to Mr Chilvers with the Parish Council's agreement that Mr Iain McPhee be appointed as the Parish Council's representative. **Action: Clerk**
- 651/01/19 Bench at Stocks:**
The bench at the stocks which was purchased by a family has been destroyed, this was not purchased by the Parish Council but permission to place it on Council land was given. As the Parish Council were not officially given the bench it was not insured by the Parish Council. It was proposed by Cllr Young that the bench be replaced but with a metal bench and the plaque to be placed on this new bench, this was seconded by Cllr Goddin and agreed by all. Cllr Young will look at three possible benches. Decision to be made at the next meeting. **Action: AY**
- 652/01/19 Councillors' Reports:**
Cllr Fallon:
The hedge at Bell Close and High Street is causing sight line issues for vehicles exiting from Bell Close onto the High Street, Clerk to write to the home owners. **Action: Clerk**
Cllr Gilmore:
Reported that they had put together a list of overgrown hedges and borders, they will meet with the Clerk to arrange sending out letters requesting that overhanging foliage be cut back. **Action: PG/Clerk**
Cllr Gilmore also reported that they had been approached by a resident concerning the debris being left on Malton Lane and the size of vehicles using the lane. It was suggested that this concern be sent directly to Highways, on the first instance and to notify Cllr van de Ven.
Cllr James reported that there had been two power cuts on his street within days of each other, this appears to have now been rectified.
Cllr Goddin reported that Cllr Garner's three-year financial forecast will be helpful background for the Parish Council's funding strategy against a background of pressure on local authority funding. This will be considered by the Finance Working group in the near future.
Cllr Goddin also asked for confirmation that the Meldreth Futures Group was a working group, this was confirmed. Working groups are not committees and can be disbanded when the Parish Council feel that either the project has come to an end or that the group is no longer needed. Working groups work differently to Committees in that though they have Terms of Reference, they do not need to meet in public nor do they follow the same strict guidelines that Committees do. Working Groups are set up to assist the Parish Council in particular projects, but all decisions are made by the Parish Council.
- 653/01/19 Clerk's Appraisal: 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 on item.**
This was discussed and Cllr Young reported that a Time Management course had been found in London and that he proposed that the Clerk attend this course, cost is £355, this was seconded by Cllr Land and agreed by all.
Further discussion on hours and extra office help to be discussed at a later date.

654/01/19 Agenda items for the next meeting:

Apart from items already mentioned within the minutes there were no other items mentioned.

There being no further business to discuss the Chairman closed the meeting at 10.10pm.

The next meeting scheduled for 7th February 2019 at 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