

**PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL**

**Minutes unApproved** of the Parish Council Meeting held on Thursday 7<sup>th</sup> May 2020 at 7.00 pm via Conference link (in accordance with regulations during Covid-19 pandemic).

**Present:** Cllr R Goddin - Chairman (**RG**) Cllr R A Searles - Vice Chairman (**RAS**), Cllr P Gilmore (**PG**), Cllr A Young (**AY**), Cllr N Pellatt (**NP**), Cllr J Fallon (**JF**), Cllr R James (**RJ**), Cllr N Garner (**NG**) (from 7.20 p.m.)

**In attendance:** J Damant (Clerk/Proper Officer), G Towner (Temporary Clerk)  
Cllr S van de Ven (CCC), Cllr P Hart (SCDC), Cllr Hales (SCDC),

*Motion to exclude: In accordance with section 1(2) of the Public Bodies (Admissions 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 item 189/11/19 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.*

Cllr Goddin outlined the procedures of the remote meeting, including a short adjournment at 8.00 pm for the weekly public recognition of those in the health, social care and other services.

**58/05/20**      **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 received Cllr C A Land (**CAL**).

**59/05/20**      **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:**  
Cllr James disclosed his position as Treasurer in the Meldreth Coronavirus Community Support group (MCCS). On joining the meeting at 7.20 pm Cllr Garner disclosed his position as a member of the Executive of MCCS.

**60/05/20**      **Public Participation: (For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item)**  
No members of the public were present. No questions or comments had been submitted.

**61/05/20**      **To approve and sign Minutes of the Meeting 5<sup>th</sup> March 2020**  
Matters arising from the March meeting in March had been deferred. **No meeting took place in April** due to cancellation of all public gatherings and guidance as to virtual meetings being awaited. The minutes from the March meeting were proposed by Cllr Searles; seconded by Cllr Young; all in favour.

**62/05/20**      **Annual Meeting**  
The Annual Meeting will be held either later in 2020 or in 2021. All Councillors were in agreement that they were willing to continue in their roles in the meantime.

**63/05/20**      **District and County Councillor Reports: Appendix 1**

- The report had been circulated to Councillors.
- CCC and SCDC Councillors were thanked for all their hard work during the current crisis. Cllr van de Ven observed that the financial impact of the pandemic was significant. The full effect will not be known for a while.
- The temporary suspension of green bin collections has been lifted.

**64/05/20**      **COVID:** The organisers and community volunteers were thanked for their contribution to mitigating hardships caused by the Covid-19 crisis in Meldreth. Cllr James outlined activities undertaken by MCCS including a foodbank, and provision of hot meals to families identified by CCC (based on free school meals status). The foodbank is also being used as a mechanism to signpost users to other support services. Future activities include providing IT support to students.

- MCCS had requested that the Parish Council should underwrite a loan fund to enable MCCS to make temporary loans to residents to finance the purchase of essential supplies. This would present difficulties for the Parish Council in administration and accounting, as well as possible problems in meeting the requirements of s137 of the Local Government Act 1972. As an alternative that would have the same effect, the Parish Council discussed a donation directly to MCCS of £1,000 to help with the temporary funding of residents' requirements. This would enable MCCS to use the funding again when such temporary loans are repaid. It was agreed that such a donation in this form could be awarded from the Parish Council's s137 reserves, the Council would not be involved with the administration and accounting. A donation of £1,000 was proposed by Cllr Goddin and seconded by Cllr Gilmore. All eligible Councillors voted in favour with Cllrs. James and Garner abstaining due to personal involvement in MCCS.
- MCCS have prepared an application for a grant from Cambridgeshire Community Foundation (CCF), to be submitted by the Parish Council. MCCS has a constitution but as a newly formed organisation they do not yet have a bank account; they will therefore appoint a nominee to operate a bank account until one can be established in the name of MCCS.

The meeting discussed the Parish Council donating the proceeds of any grant to MCCS who would then administer and account for the arrangements.

As a donor, the Parish Council would not be involved in those administrative processes; it does not have the capacity or capability to do so. If successful, such a donation by the Council to MCCS would be being accounted for under s137 income, a receipt could be given to the Parish Council by MCCS and that would conclude the Parish Council's involvement. This would avert the difficulty under s137 of the Council being directly involved in payments to individuals, as this is not permitted under s137. Discussion regarding the donation of the grant money took place. MCCS will make further enquiries of CCF to establish the likely success of an application made in its own name. In the meantime, it was proposed by Cllr. Gilmore and seconded by Cllr Goddin that the Parish Council agrees to submit the application, but only if requested to do so by MCCS, with the stipulation that the proceeds of any grant thereby awarded would be donated in full to MCCS. This would discharge the Parish Council from managing and accounting for uses of the proceeds. All eligible Councillors voted in favour with Cllrs. James and Garner abstaining due to personal involvement in MCCS. The alternative is for MCCS to submit an application in its own name and in this event the Parish Council may be asked to provide a letter of support in respect of such an application; it was agreed that this can be discussed should the situation arise. MCCS will consider further how it would like to proceed and will advise the Clerk of its decision.

**Action: Clerk**

- A request had been received to provide up to £100 a month to MCCS to cover printing costs. This expenditure would not be from s137. It was proposed to meet this request, with a review after 6 months. Proposed by Cllr Young, seconded by Cllr Pellatt. All eligible Councillors voted in favour with Cllrs. James and Garner abstaining due to personal involvement in MCCS. Payment will be paid on presentation of invoice. **Action: Clerk**
- A further request for £200 to cover volunteer expenses was discussed but consensus reached that this would not be approved at the current time.

**65/05/20 Planning:** It was noted that the Planning Committee had reviewed and given feedback on four planning applications. No contentious issues had been identified.

**66/05/20 Correspondence and Clerk's Report:** Self-seeded elder with insect infestation sited in recreation ground is due to be removed shortly. The outstanding tree guard has not yet been delivered. The Clerk will follow this up. **Action: Clerk**

**67/05/20 Payments:**  
 Note: SCDC precept payments will be paid on 1.4.2020 (25%)/1.7.2020 (25%)/1.10.2020 (50%)  
1. Payments and Additional payments for May (Additional payments are shaded; these invoices came in after circulation of agenda.

Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA) Parish Council Act (PCA)

Payee	Amount £	Vat £	Description	Power	Payment
Staff Costs	2884.33	0	Salaries, pension, HMRC	LGA1972 S112	Bacs/DD
Gillian Towner	143.88	23.98	Purchase of annual Zoom registration	LGA 1972 s113	BACS
SCDC	1674.00	0	Annual hire of Parish Office	LGA 1972 s111	BACS
EON	58.55		Electricity at pavilion	LGA1972 S111	DD
ACRE	57.00		Annual Membership	LGA 1972	BACS
Viking	26.96	4.49	Stationery	LGA 1972 s111	XXX
Haven Power	181.63	8.68	Street Lighting	PCA1957 S3	DD
DP Garden Works	721.66	0	April grass cutting	OSA 1906 s9/10	BACS
Additional items not on previous agenda copy					
LGS Services	165.60	27.60	Payroll services 2019-2020	LGA 1972 S112	BACS
Philippa Hart	143.88	28.98	Purchase of annual Zoom registration for MCCS	S137	BACS
Joan Fallon	25.76	1.12	Public safety signs, door locks	PHA	BACS
BT	282.08	47.01	Parish phone and broadband	LGA 1972 s113	BACS

**Payments authorized**

T Walmesley	652.90	16.64	Computer equipment	LGA 1972 s111	BACS
T Walmesley	35.47	4.57	Computer equipment	LGA 1972 s111	BACS

PWLB Lending Facility	3728.25	0	Repayment on land purchase	LGA 2003,sch 1, para 2	DD
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**Payments authorized via remote voting 31.3.2020**

Payee	Gross	VAT	Description	Power	Payment
Staff Costs	3493.49	0	Salaries, Pension, HMRC	LGA 1972 S112	BACS
Moncraft Ltd	52.50	0	Computer check	LGA 1972 S111	BACS
SCDC	75.47	0	Business Rates – Cemetery Fenny Lane	LGA1972 S133	BACS
SCDC	573.85	0	Business Rates – Recreation Ground	LGA 1972 S133	BACS
34SP.com	95.40	0	Professional Hosting 2020-21	LGA 1972 S142	BACS
CAPALC	510.90	0	Annual Membership	LGA 1972 S111	BACS
Eon	54.71	0	Pavilion Electricity	LGA 1972 S111	DD
Cambridge Water	77.90	0	Services at Fenny Lane (2020- 2021)	LGA 1972 S111	BACS
Cambridge Water	133.81	0	Services at High Street,	LGA 1972 S111	BACS
Foxton Parish Council	14.00	0	A10 Corridor Working Party	LGA 1972 S133	BACS
Mark Vigrass Ltd	150.00	25.00	Metal Tree Guards	OSA 1906 S9/10	BACS
Haven Power	167.47	7.98	Street Lighting (DD after 3.4.2020)	PCA 1957 S3	DD

Finances proposed to be correct by Cllr Goddin, seconded by Cllr Pellatt, all Councillors in agreement.

**68/05/20**

**Councillors' Reports:**

**Cllr Goddin:** To remind our burial ground volunteer that no shooting of deer should take place in the burial ground.

**Cllr Searles:** County Broadband is trying to get sufficient support for installation of superfast fibre. Currently they have 65 signatures but need a minimum of 227. It may be possible to install in areas of support only (rather than village-wide).

**Cllr Gilmore:** 2019 Local Highways Improvement (LHI) submission was unsuccessful. A new proposal is being prepared.

The CCC drain survey has been delayed so Cllr Gilmore undertook this and will present a report.

**Cllr Young:** A recent trespassing episode at Mettle Hill has been addressed but security issues need to be considered.

**Cllr Garner:** A note had been received from Cllr Travis (Melbourn Parish Council) regarding MAYD. There were three parts:

- 1. The Groundwork Summer Programme of Provision is cancelled straight away.** It is unlikely that social distancing and school operations will return to anything like normal prior to the summer holiday break.
- 2. Groundwork scale back the Winter Programme Provision and costs by one third.** We should ask to re-vamp and re-issue the programme in a way that makes sense at this lower level of delivery. Given that the winter programme is 'workshop' driven this should make reasonable sense. This change is suggested based on both the high costs and also significant uncertainty that the programme can be delivered as expected.
- 3. A Groundwork and MAYD Joint committee Status Review in August.** The future situation is unknowable and both parties need to reappraise the social constraints and health protection issues for both staff and young people before the next winter programme commences.

This was discussed and Meldreth Parish Council agree with Melbourn and that it would not be cost effective to provide a virtual youth club. It also agreed with the two further points with regards to MAYD.

**69/05/20**

**Agenda items for the future meetings:**

LHI submission; Mettle Hill security; Yearly meeting to discuss policies before presenting at full Council meeting.

**70/05/20**

There being no further business the Chairman closed the meeting at 21.05. The next meeting will be on 4<sup>th</sup> June 2020 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