

UNAPPROVED PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL

Minutes of the Remote Parish Council Meeting held on Thursday 4th February 2021 at 7.30 pm via Conference link (in accordance with regulations during Covid-19 pandemic).

Present: Cllr R A Searles- Chairman (**RAS**), Cllr J Fallon (**JF**), Cllr N Garner (**NG**), Cllr P Gilmore (**PG**), Cllr R James (**RG**), Cllr C A Land (**CAL**), Cllr N Pellatt (**NP**), Cllr A Young (**AY**), Cllr S van de Ven (CCC), Cllr J Hales (SCDC)

In attendance: Mrs J Damant (Clerk), Cllr Susan van de Ven (CCC) and Cllr Jose Hales (SCDC)

- 235/02/21** **Apologies for absence:**(LGA 1972 sch12 para 40) – Quorate is one third but no less than 3 members (LGA 1972 sch 12 para 45)
Cllr Goddin has given his apologies (personal) these were agreed and accepted by all.
Cllr Searles took the Chair
- 236/02/21** **Pecuniary Interests:** Councilor's to disclose any Pecuniary Interests (disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar) in any item listed on the Agenda
Cllr Pellatt declared an interest in 241/02/21 as he has submitted some of his land in the 'call for sites' next local plan.
- 237/02/21** **Public Participation:** If a member of the public intending to remotely attend the meeting wishes to make any comments or raise any questions under Standing Order 3(e), about an item on the Agenda the Council would prefer this to be done by an email or letter with the script of their comments and questions being sent to the Clerk in advance of the meeting. A member of the public may alternatively make a verbal statement during this part of the meeting. Priority will be given to any such email or letter and it will be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders. These consist of a limit of 15 minutes in total (which will apply to the total of both written and verbal contributions) and an individual limit of three minutes per item of either type.
There were two members of the public in attendance:
Mrs Sally Anne Hart introduced herself to the council as she will be standing as the District Councillor in the by-election in May 2021. Mrs Hart is also a councillor on Melbourn Parish Council and is no relation to our previous District Councillor Philippa Hart.
Matters discussed:
The new proposal of changing the Melbourn Conservation Area will now include the property of 58 Station Road, which lies in Meldreth and not Melbourn. The resident is not against this in principal but they are concerned about the way this has been handled and that there has been no clear explanation or a proper consultation. The response they have received from SCDC is vague. What they would like is a clearer explanation of why this is being done as it can have an impact on the areas it may affect.
- 238/02/21** **To Approve and Sign Minutes of Meeting held on 7th January 2020:**
The minutes were proposed by Cllr Land, seconded by Cllr Fallon and agreed by all to be correct. Cllr Searles will sign the minutes in due course.
- 239/02/21** **District and County Councillors reports:**
The report had been circulated but there were some updates.
CCC update:
Flooding has been seen in the village over the past few days. Cllrs van de Ven and Hales have been working with Anglia Water and tankers have been brought in to take the excess water away. The problem is throughout the villages in this area, and that the sewage networks and the heavy rainfall since December 2020 has not helped, so the system is having to be pumped out by the tankers. There are very few diversions in Meldreth such as ditches and streams where run off water can go, so it goes into the sewage system which is not able to cope with the excess water and so has to be pumped out. Both Cllrs van de Ven and Hales have asked for a site meeting to take place with Highwats and Anglia Water to look at the capacity issues and what can be done to help alleviate this situation.
SCDC:
Cllr van de Ven reported that there was a lot of broken glass on footpath 9 (Station to Melbourn) and enquired if this was a duty or the Meldreth litterpicker? It was not felt that this was the litter pickers responsibility. Cllr Searles stated that he would report this to Mr S Marshall who is the P3 chairman to see if a working party can be arranged for fp9. Cllr van de Ven will also report it. The P3 officer is off at the moment and there is nobody to assist with footpaths.
Footways (pavements) responsibility of CCC; footpaths (off the road) responsibility of SCDC.

- 240/02/21** **Planning: (Town and Country Planning act 1990 sch 1, para 8)**
(Full planning Minutes are available via the clerk, website or notice board)
Proposal for 25k houses in the Meldreth area by Thakenham Developer
Parish Council representative (s) needed for the Action Group, South West Cambridge Action Group (SWCAG). Cllrs Young and James will represent Meldreth on this group. Cllr Searles thanked both Cllr van de Ven and Cllr Hales for all the work they have been doing on this subject and for their comprehensive report they circulated. Cllr van de Ven reported that the FOI request was dismissed. Cllr Hales also wanted the Parish Council to be aware of the sewage and water system and to take this into account when they are looking at planning applications. He is also trying to get this raised with Highways for when they also look at applications.
- 241/02/21** **Call for Sites Survey:**
Cllr Goddin is presently working on all the responses being submitted to him for fellow councillors. He will then check them over and put together a combined response for each of the areas on the 'call for sites'. These will then be submitted by the clerk.
Cllr James enquired if the Parish council has the correct list? Cllr Searles is looking at the website and reported that councillors should look on line as well, as it appears to be changing on a regular basis. Cllr Hales suggested that when the Parish Council submit their responses they state 'As the list stands today, these are our comments'. Cllr Hales state that the problem is that the process for planning is that they are obliged to accept late comers and so the list keeps changing. If there are late comers and the Parish Council have already submitted, they will not be reported on, so it is important that you notify them of this when submitting your responses. **Action:RG/Clerk**
- 242/02/21** **Melbourn Conservation Area:**
Cambridgeshire are looking at extending the Melbourn conservation area and part of this area actually goes in the parish of Meldreth. The Parish Council have been asked to complete a survey. Cllr Searles reported that it appears Meldreth were, accidentally, left off the process. There appears to be no justification for Meldreth to be included which includes part of Station Road and Sheen Mill. Sheen Mill is already a grade 2 listed building and has adequate protection already. Cllr Garner stated that if there is no justification then the Parish Council should write a letter stating this and not participate in the survey, but explain the lack of explanation and justification is not adequate. Cllr Hales reported that he was written already from Melbourn's perspective and understands the needs for the changes within Melbourn but is not in favour of the proposal to extend into Melbourn.
It was proposed by Cllr Land that Cllr Searles puts a response together, this was seconded by Cllr Garner and agreed by all to submit a response to SCDC by deadline of 15th February. **Action:RAS**
- 243/02/21** **Covid-19:**
Meldreth along with the rest of the country is now on full lock down. It is hoped this will be lifted in March 2021.
Cllr James reported that the food banks continue, that the finances are in place. Just waiting for the vaccines programs.
Cllr van de Ven reported that it has not been easy to get messages to the public as the information keeps changing. Cllr Pellatt stated that this is not unexpected as the virus keeps changing so it is difficult to control and keep the public updated and for controls to change. Local authorities and the government are doing their best in very difficult circumstances.
- 244/02/21** **Recreation Ground:**
Report from Cllr Fallon
- Kick Wall – update – weather has not allowed vehicles onto the pitch.
 - Cutting back vegetation and clearing work along fences – still to do.
 - Brick wall has been completed and the play board has been installed.
 - Cllr Fallon circulated her report. The ditch situated along the alley has had a new fence installed which is further away from the actual ditch and therefore offers no protection from falling into the ditch. Cllr Pellett enquire if this was with the developers, Cllr Searles stated that this was outside their remit. Cllr Gilmore enquired if there was a barrier in place, Cllr Fallon reported that there was not only on the opposite side. Cllr Sealres will report this to the P3 team to see if SCDC would be able to assist, however it has to be noted that there is nobody in the current role at SCDC who can help as Peter Gaskin is away. Cllr Land stated that the whole area needs to be looked at. **Action: RAS**
- 245/02/21** **Recreation Ground Plan** (RGWG: Cllrs CAL, JF and PG)
The plan has been circulated to all councillors. Update from the RGWG with further actions needed.

- Play Tower – The working group are currently looking into this.
- Adult Gym Equipment – this item is currently being looked into. The working group will also be visiting some sites where adult equipment is already in place.
- Planting of shrubs etc. – There has been a positive response to the notice in Meldreth Matters and some residents have come forward with donations for trees etc. Cllr Gilmore will head this team and liaise with the residents with regards on what to plant. The matter of tree guards was also discussed it was proposed by Cllr Land that the guards should be financed by the Parish Council, regardless of who has paid for the tree, this was seconded by Cllr Young and agreed by all. Cllr Young also stated that all stand-alone trees should have a guard, this can be taken away and reused at a later time. Cllr Gilmore will put together a list of suitable specimens (3 or 4) varieties. Margaret Lynch (tree warden) has already sent a list of trees to Cllr Gilmore to enable her to do this. At the moment this is a project for the recreation ground only. Once the rec has been done then the Parish Council will start to look at places around the village where trees and shrubs could be placed.

246/02/21

Churchyard:

Update from the Church Wardens with regards to limiting the grass cutting at the churchyard. Nothing has been received from the church warden, as yet, however the contract has another year to run, when that is due to be reconsidered the request for less cuts will be discussed. Will the Parish Council replant a tree in the churchyard to replace the tree that has been taken down? It was proposed by Cllr Young that the Parish Council maintain only and if the church wishes to plant a tree then they should put this to the Parish Council for their agreement, this was seconded by Cllr Land and agreed by all. A meeting with the church wardens to be agreed. The Parish Council representatives are Cllrs Goddin and James.

247/02/21

Traffic Working Group Update

- LHI scheme for road calming measures along Whitecroft Road, it was proposed to look at the possibility of installing a chicane, the Highways department have looked at the submission and have suggested that a speed cushion is also needed on the opposite side of the chicane.
- Cllr Gilmore reported that she will attend the Highways LHI board meeting on the 17th February. She has prepared a presentation which she will now send round to the council prior to the board meeting. Cllr Gilmore reported that Mr Grimes will be stepping down from the Traffic Working Group so more volunteers are needed. Cllr Young will look and see if he would be able to help the working group. **Action: AY**

248/02/21

Tennis Club:

Cllr Garner has circulated his report regarding how the courts could be used so that the wider community can gain access to the courts. Further discussion needed on how this could be implemented with regards to gaining access and payment. A meeting with the Tennis Club and LTA to be arranged once covid allows. It was felt that it would be a better meeting face to face rather than online. It is a difficult situation; any places use honesty boxes and are left open. These tend to be easily seen courts, whereas Meldreth is not and the removal of the hedge will not alter site problems. Cllr Pellatt thanked Cllr Garner for all the work he has put into this. Would removal of the hedge cause other issues is there another solution? It could be that one court is left open for the public and the other is locked and is used by the Tennis Club. Cllr Gilmore enquired that if one court is left open to the public could that part of the hedge be removed; this would then be in accordance to any safeguarding issues. Cllr Garner stated that safeguarding has been raised with the LTA. Cllr Gilmore stated that if the hedge is removed shrubs could be planted, the original fence was a chainlink fence prior to the hedge. Discussion with the Tennis Club and LTA should be able to cover all issues. The hedge is on Parish Council land.

249/02/21

Village Infrastructure:

Update on the verge maintenance opposite the railway station and who is responsible for the maintenance. Clerk to get definitive proof that the land does belong to the parish council. Clerk will continue the investigation. Village hall benches – Clerk is waiting a response from the contractor.

250/02/21

Trees :

SCDC have authorized the following works:

- 15th February 2020, location Elin Way/Corner of Howard Rd - Malus Tree, remove dead wood and crown lift.

- 17th February 2020, location junction of Whitecroft Rd/Howard Rd - Cherry tree, section fell.

Other tree works:

WI Tree – SCDC permission to plant a Cherry Tree along with a plaque opposite 3 Bell Close. Tree guard will also be needed, the question of the tree guard has been resolved and that the WI are happy to purchase the tree and guard and will plant themselves now that permission from Highways has been given.

Tree for Elin Way to be a double red flowered Hawthorn *Crateagus Monogyna* 'Paul's Scarlet' this will replace the dead tree that SCDC have agreed to move and replace.

Trees for recreation area – decision on what they will be and where they are to be planted. This has been discussed in item 245/02/21

Tree on the corner of Whitecroft Road and Elin Way appears to be dead. Clerk has notified SCDC. Tree outside the Community Rooms was taken down, Clerk has enquired if SCDC are going to replant a tree in this area but as yet has not received a reply.

251/02/21

Cemetery:

Maintenance update (rabbit fencing and soil removal) will be done when the weather allows.

Management and Cemetary rules – to be discussed once Cllr Goddin has returned.

Burial ground cremated fees to be updated – to be discussed once Cllr Goddin has returned.

252/02/21

Correspondence and Clerk's Report

- Clerk would like to update the software currently being used in the office to link the work computer to the one at home, at the moment the free version is being used but it will not allow out of office printers to work, the paid version of £31.00 will allow this function. Still to be done.
- To schedule in a full computer service at £35.00 per hour should be around 2hrs work. Both of the above are being held up due to covid and access to the office
- The church have requested help with the annual permit cost of emptying the green bins at the church. This is for a permit which is need from SCDC to empty extra green waste bins. This matter was discussed and it was felt that the cost of maintaining the church would cost the Parish Council more than the cost of the annual permit of £70. The work that the church volunteers carry out is a vital and important necessity and it was felt that this was a worthy cost. Cllr Garner also stated that if the church wish for less cuts that the money saved from this would assist in the cost of the permit. It was proposed by Cllr Young that the Parish Council accept this cost, seconded by Cllr Garner and agreed by all. It was also suggested that this should be reviewed on an annual basis. A vote was taken: 6 in favour, 2 against – motion carried.

253/02/20

Meldreth Futures Working Group (MFWG):

Melbourn Juniors Football Club. The working group reported to the clerk that this application has now been withdrawn as the club was able to get funds from Melbourn Parish Council.

Relate: Application is currently with MFWG.

254/02/21

Finances and payments: February 2021

To receive details of cheques/bacs 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; RTRA Road Traffic Regulations Act.

Payments:

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	1966.05	0	Employees payments for February 2021	LGA 1972 s112
Haven Power	177.35	8.46	Street lighting power January 2021	PCA 1957 s3
E-On	£36.33	1.73	Pavilion electricity	LGA 1972 s143
DP Garden Services	£721.66	0	Grass cutting January 2021	OSA 1906 s9/10
Cambridgeshire CC	£800.00	0	Speed surveys x 4 (check this is correct)	
Staples	£68.83	11.47	Stationery	LGA 1972 s133

ARCO	£25.92	£4.32	Protective Footwear for work purposes	LGA 1972 s133
SP Landscapes & Tree Contractors Ltd	£960.00	£160.00	Clearing of recreation ground ditch	OSA 1 OSA 1906 s9/10
Sovereign (Alexanders Invoice Finance)	£120.00	£20.00	Supply of Gamesboard top	LGA 1976 s19
S Cambs Landscapes Services	£235.00	0	Brickwork and fitting of game board	LGA 1976 s19
Eastern Tree Surgery	£2580.00		Tree work	OSA 1906 s9/10
Meldreth Village Hall	£61.00	0	Room rental for meetings Jan-March 2020	LGA

It was proposed by Cllr Land to accept all payments this was seconded by Cllr Pellatt and agreed by all.

Cllr Gilmore will enquire with Highways as to why the invoice for the survey has come through when it has been agreed that the surveys are to be put on hold until there is more traffic – after covid restrictions have been lifted.

The amount on the agenda for £31.66 has already been paid, it was part of the invoice last month.

255/02/21

Councillor Reports:

Cllr Gilmore:

The pathway outside the 70 Whitecroft Road - Footpath at the new development on Whitecroft Road – there are still red barriers in place but no work appears to be being done, is there a reason for this. Cllr Hales had previously reported that the hold up was due to a fault with the utilities and that a lamp post needed to be relocated before the footway can be redone and finished. This should be completed very soon.

Cllr Fallon:

SCDC have been putting in new lamp post and lights along Howard Road, North End and one along Elin Way. Clerk asked those Councillors who live in those areas to check if they are working and if they are not to let her know so that she can report it. The new lights, at the moment, do not have any identifying marks so their location is needed.

Cllr Young:

The carpark area outside Maycroft which leads onto the footway is either frozen or flooded and is causing a Health and Safety issue. Cllr Young has approached the developer on site and was informed that it would be sorted.

Cllr Young has received correspondence from a resident with regards to the notice boards and that information is outdated. The clerk notified that the Parish Council only own two notice boards, one outside the shop and one on the corner of Elin Way and Whitecroft Road, both of which are updated regularly. With regards to the other notice boards, the one next to the Parish Council one, opposite the village shop was installed by the Meldreth Village Association which has now folded. The other ones are on the corner opposite the Station entrance and the one outside the Village Hall. Clerk stated that these boards were normally policed by the residents but as we are currently in lock down residents are not putting up notices or taking old ones down. In the case of the notice boards that no longer have anyone looking after them this to be discussed at the next meeting with regards to taking them over and maintaining them.

256/02/21

Agenda Items for Next Meeting:

Notice Boards

Land on the corner of Station Road and Whitecroft Road

257/02/21

Next Meeting:

Next meeting on 4th March 2021

There being no further matters to discuss the Chairman closed the meeting at 21:35hrs (9.35pm)

Chairman: _____ Date: _____

For the avoidance of doubt the only legally acceptable version of the Minutes of Meldreth Parish Council are those signed in Public