

**PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL**

**Minutes Approved** of the Parish Council Meeting held on Thursday 4<sup>th</sup> June 2020 at 7.30pm via Conference link (in accordance with regulations during Covid-19 pandemic).

**Present:** Cllr R Goddin - Chairman (**RG**) Cllr RASearles - 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.)

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

- 71/06/20**      **Apologies for absence:** (LGA 1972 sch 12 para 40) – Quorate is one third but no less than 3 members (LGA 1972 sch 12 para 45)  
Apologies were received from Cllr Garner, these were approved and agreed by the Council. Cllr Land joined the meeting at 20.18pm. District Councillor Hales also sent his apologies.
- 72/06/20**      **Pecuniary Interests:** Councillors 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  
There were no pecuniary interests from any of the councillors present.
- 73/06/20**      **Public Participation:** [For up to 15 minutes members of the public may contribute their views and comments to the Parish Council - 3mins per item]. The ability for the public to attend zoom meetings is notified on the agenda.  
There were no members of the public present
- 74/06/20**      **To Approve and Sign Minutes of Meeting held on 7<sup>th</sup> May 2020:**  
The minutes were approved by Cllr Searles and seconded by Cllr Young with all in favour. The Chairman then signed the records as a true record.
- 75/06/20**      **District and County Councillor reports: Appendix 1**  
Cllr Goddin thanked all the Councillors' for their combined report. Cllr Goddin said that the section on funding was especially interesting and could be advantageous for the Parish Council. Cllr van de Ven said that this is a rolling fund. Cllr Goodin asked if this would be something the Parish Council may be able to use this grant.  
The fund is about the cuts so the fund had been introduced so reduces the reliability on the County Council ie, social services. The fund is to take pressure off County Council and may be worth investigating for certain projects and schemes. Cllr Goddin enquired if it would assist in getting equipment for the Highways Working Party? Cllr van de Ven explained that it is the same fund that MCCS applied to.  
There is a list of what organisations who have been successful in gaining the grant (Time banks; Age UK; Youth Clubs and Over 60's groups. Cllr Hart said that elderly and isolated would be projects worth looking into and how they can be assisted.  
Cllr Goddin said that all councillors should look into this to see what schemes could be done.  
  
There is now a testing centre for Covid 10 at Milton Country Park.
- 76/06/20**      **HGV Report:**  
The issue of heavy goods vehicle traffic in the County is under review. This review has been extended to August and provides an opportunity for villages to consider and propose recommended changes to the routings in place. These routes are on major highways but there are obvious implications for villages that can be affected by traffic taking short cuts through minor roads between the major highways. It was agreed that our Village Traffic Group should consider the position and provide input to this HGV review.
- 77/06/20**      **Planning: (Town and Country Planning act 1990 sch 1, para 8)**  
(Full planning Minutes are available via the clerk, website or notice board)  
4<sup>th</sup> June 2020 – verbal report  
The Planning Committee considered three issues relating to the development of the former scrapyards on Chiswick End. Outline consent for six houses had been granted and our Planning Committee considered the issues of reserved matters relating to appearance and materials; it was found that the changes made to the original designs were considered to be satisfactory. On the same site, the arboricultural proposals were thought to be satisfactory and it was noted that the archeological condition had not been lifted as the applicant needed to carry out the required survey.

78/06/20

**Covid-19 Issues:**

The organisers were thanked for the major contribution that Meldreth Coronavirus Community Support programme (MCCS) is making, through its volunteer network, to respond to the effects of the virus on the community. It was agreed that government advice was not always very clear and this is making life difficult for those locked down or otherwise directly affected by the pandemic. Although shops and businesses are reopening and some goods previously unavailable can now more easily be procured, it is felt that the effects of the virus will affect daily life for some time still to come. MCCS remains ready to assist across a broad range of activities, it being noted that social isolation, and its effect on vulnerable older residents, is likely to assert itself as a consequence.

79/06/20

**Mettle Hill site – security issues:**

**Trespassers:** it was noted that there had been incursions by local trespassers onto our site at Mettle Hill that included the use of a “quad bike”. A local intervention had brought this to a conclusion but those that are using our site for these purposes are putting themselves in harm’s way and the Council will investigate the issue further.

80/06/20

**Correspondence and Clerk’s Report:**

- **Greater Cambridge Local Plan:** A study is to be carried out to consider all aspects of the water environment in the context of growth envisaged under the Local Plan. This will look at all aspects of water infrastructure and the steps required to manage and protect the water environment. It was agreed that the Council is interested in this subject and wishes to be kept informed of progress and findings as the study proceeds. This will be notified to South Cambs District Council.
- Antisocial and drug related issues have been reported to the police.
- Clerk is presently awaiting the safety equipment needed for Mr Taylor to safely return to work in June. A risk assessment has been carried out.
- It is hoped that the tree guards will be installed on Saturday this week.
- The tree in the burial ground is to be removed this Saturday.

81/06/20

**Deferred items: summary for noting. These issues have been deferred during the CoVid-19 crisis:**

- Village infrastructure: repairs to kissing gate, repairs to bus shelter, repairs to finger signpost, bus stop signs refurbishment
- Futures group website: migration into Council website
- Trees: initial paper on village tree planting issues, tree survey implementation, ash tree in cemetery
- Recreation ground: children’s play tower, kick board
- Highways issues: LHI, other traffic management measures
- Finance Group issues: cemetery charges, pavilion operating costs
- Cemetery issues: compliance with rules concerning management of graves including ornaments
- Flambards Close lease from Council: unresolved issues relating to the management of amenity areas
- Church Wall repairs: discussions to be held with PCC representatives
- Tennis Courts – improvement of public access arrangements

All cllrs to think of the above items and contact the clerk if there are any missing.

82/06/20

**Finances and payments:**

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 LocalGovernment Act; TCA Telecommunications Act; OSA Open Spaces Act; PHA Public Health Act; PCA Parish Council Act.

**Payments already made**

|                             | <b>Gross</b> | <b>Vat</b> |                       | <b>Power</b>   |      |
|-----------------------------|--------------|------------|-----------------------|----------------|------|
| Staff salaries/HMRC/Pension | 2132.45      | 0          | May salaries          | LGA 1972 s112  | Bacs |
| D P Gardens                 | 721.66       | 0          | May grass cutting     | OSA 1906 s9/10 | Bacs |
| BT                          | 282.08       | 47.01      | Telephone and BB      | TCA 1986       | DD   |
| Eon                         | 29.45        | 1.40       | Electric for pavilion | LGA 1972 s133  | DD   |

## Payments awaiting approval

|                 | Gross  | Vat   |                           | Power          |      |
|-----------------|--------|-------|---------------------------|----------------|------|
| Play Safety     | 115.80 | 19.30 | Play equipment inspection | LGA 1972 s111  | Bacs |
| Herts CCTV      | 229.20 | 38.20 | Monitor for CCTV          | LGA 1972 s111  | Bacs |
| Cambridge Water | 133.81 | 0     | Water for pavilion        | LGA 1972 s133  | Bacs |
| Cambridge Water | 77.90  | 0     | Water for Burial Ground   | LGA 1972 s133  | Bacs |
| SCDC            | 573.85 | 0     | Rates for pavilion        | LGA 1972 s111  | Bacs |
| SCDC            | 75.47  | 0     | Rates for burial ground   | LGA 1972 s111  | Bacs |
| Four Counties   | 100.00 | 0     | Removal of tree at rec    | OSA 1906 s9/10 | Bacs |

Finances were proposed by Cllr Goddin and seconded by Cllr Pellatt, all agreed.

**83/06/20**

### **Audit 2019/20:**

There is a payment from Lloyds bank for the amount of £802 this was for incorrect information given by the bank and this is the amount they believe is the amount of missing interest, this is not a matter with regards to the audit but Cllr Goddin would like an explanation from the bank before the audit can be signed off.

Therefore, the audit will now be signed off in the July meeting. Audit papers to go to the internal auditor, once the Parish Council sign and the internal auditor has signed it off, the documents will be sent to the external auditors.

**84/06/20**

### **Proposed procedures for an annual review of Council's procedures and policies:**

Policies are still being prepared and will be circulated to councillors, these will either be agreed at the July meeting or a separate Extra Ordinary meeting will be agreed.

**Action: Clerk**

**85/06/20**

### **Councillors' Reports:**

Councillors thanked Cllr Gilmore for the work she has been doing on the drains. The survey has been sent out Highways will commence jetting the drains on the 15<sup>th</sup> June for approximately 3 days. It was felt that a notice on the notice board and website would be helpful in informing residents and that if they park on the road and block the drains they may not be jetted as Highways would not be able to gain access. Cllr Gilmore will notify Meldreth Manor and the primary school.

**Action: Cllr Gilmore**

### **Cllr Goddin:**

Reporting anti-social behaviour to the Police: at the suggestion of the police, local residents will be encouraged to report directly to them, rather than through the Parish Council office, any incidents of anti-social behaviour. This will facilitate a direct response and a better flow of information. There will be a short article in the edition of Meldreth Matters that gives contact information

**86/06/20**

### **Agenda Items for Next Meeting:**

Community Internet – Report from Cllr James

Purchasing of Scribe a finance package. There is a three-month free trial which the Clerk and Assistant Clerk will look into.

**87/06/20**

### **Next Meeting:**

The next Parish Council meeting will be held on 2<sup>nd</sup> July 2020 possibly via zoom

There being no other business the Chairman closed the meeting at 21.05

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.

## Meldreth Parish Council June 2020 – District and County Councillors report

### Test and Trace responsibility delegated to Local Authorities

Cambs County Council writes: “As we move out of the national lockdown, we are asking those who have been in contact with anyone who might have the virus to isolate themselves. Cambridgeshire County Council will also be able to take robust action where a number of people have or are suspected of having caught the virus. From now on, everyone is being asked to follow this three-step plan:

- Step 1 - If you have one or more of the symptoms of Covid-19 – a fever, a new continuous cough or a loss of taste or smell – you and the people you live with must immediately self-isolate.
- Step 2 – You then must book a test on the [NHS coronavirus website](#) and if you don't have internet access dial 119. Do not leave home for any other reason. If you test positive, you will then be contacted by the NHS Test and Trace service within 24 hours.
- Step 3 – If you do test positive, NHS Test and Trace will help you establish who you have been in contact with and might have infected. This could be members of your own household already isolating or someone you have been within 2 metres of for more than 15 minutes. You will also be given clinical advice and support for dealing with the virus. NHS Test and Trace will then contact those contacts anonymously. If you are one of those contacts, you will be advised to isolate for 14 days, even if you don't have symptoms or feel perfectly well. If you developed symptoms, you would be required to get a test.”

**New national government policy on local authority planning enforcement**, including extending hours on building construction sites, is set out here.

<https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2020-05-13/HCWS234/>

### HGV traffic policy review

Thank you to the parish council for feedback on Susan's appeal for views on a prospective County Council review of current HCV traffic policy and advisory map.

### Greater Cambridge Partnership: Gateway Review and June decisions

The GCP has successfully passed its government 'Gateway Review', meaning that a next tranche of funding (£400 million) has been allocated for the next phase of the GCP's work on infrastructure development – including housing, skills and transport. Details here. <https://www.greatercambridge.org.uk/news/government-review-success-2020>

The Foxton Travel Hub and Melbourn Greenway schemes go to the Greater Cambridge Partnership this month (Assembly June 4, Exec Board June 25).

The report recommends the Southern Option for the Foxton Travel Hub.

Reports are here:

[https://cambridgeshire.cmis.uk.com/ccc\\_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1299/Committee/36/Default.aspx](https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1299/Committee/36/Default.aspx)

### Bins

South Cambs District Council has promised to collect our green bins at least monthly in the phased return to normal service. If possible, they will collect every other week, so we are asked to put our green bins out fortnightly and they'll do their best. Please do check the SCDC live updates on next bin collections. <https://www.scams.gov.uk/bins/>

### Recycling Centres

The County Council writes: “When the sites re-opened on Monday 11 May, the decision was taken to delay access to permit holders due to concerns over the time it would take them to unload these larger capacity vehicles, affecting levels of traffic and the ability to adhere to strict Covid-19 social distancing measures on each site.

Following the weekly review of the service we are satisfied that, while the sites have been busy, there is enough capacity to gradually extend their use to permit holders. Access will initially be only allowed for permit holders that pre-book visits via an online booking system that went live on Monday 1 June. The first visits for vehicles requiring permits will take place from Wednesday 3 June.

Link to online booking system and instructions:

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/booking-system-for-e-permit-holders>

The online booking system for permit holders is a temporary measure and will allow us to stagger access for these vehicles at each site throughout the day, helping to limit queues and ensuring continued access to everyone who needs to make an essential visit to their local HRC. We have contacted all residents that hold permits by direct mail to inform them of these arrangements so they can book a slot at an HRC to use one of their 12 permitted visits.

Link to e-permit scheme information and online application form:

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centre-e-permit-scheme>

We will continue to review the service on a weekly basis and make amendments where necessary.”

### **Rail Services**

Adapted rail services in the Covid-19 outbreak has moved from a 'Sunday schedule' to a 'Saturday schedule' – remaining hourly for the time-being. Please always check before you travel. The MeldrethShepreth and Foxton Community Rail Partnership website links to live services and also to government advice and guidance on 'essential travel'. <http://meldrethsheprethfoxtonrail.org.uk/>

### **Bus Services**

We're advised always to check with the operator before planning trip by bus, as many services remain curtailed.

The 128 service continues to operate on a normal schedule in Melbourn, Meldreth, Whaddon and Bassingbourn-cum-Kneesworth. However, new practice due to Covid protections includes: hand sanitizer provided for use by passengers when boarding; exact change only accepted for fare-paying passengers; only 9-10 passengers per vehicle permitted. A number of seats must be marked off for no occupancy.

For up-to-date timetable information on the Stagecoach Busway A service, connecting Royston to Melbourn, Shepreth, Foxton, points in Cambridge and north to St Ives, please see here. <https://www.stagecoachbus.com/help-and-contact/national/covid-timetables-and-services>

### **Innovate and Cultivate Grant Funding**

Cambridgeshire County Council is pleased to announce that the next deadline for Innovate & Cultivate Fund applications is 1<sup>st</sup> August 2020. One-to-one pre-application advice will be offered on 16<sup>th</sup> and 25<sup>th</sup> June.

The aim of the fund is to support initiatives that strengthen our communities and reduce pressure on County Council services, thereby giving a return on investment. Council services that are inviting applications are adult social care and children's services. The fund is open to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire, and public sector organisations in Cambridgeshire. Please note that projects serving Peterborough residents are not eligible.

There are two funding streams: a 'Cultivate' fund for smaller projects that build community support networks and an 'Innovate' fund for bigger, bolder and more innovative initiatives.

Upcoming application deadlines:

- 1<sup>st</sup> August 2020 - Cultivate grants (£2,000 - £19,000) and Innovate grants (£19,001 - £50,000)
- 1<sup>st</sup> November 2020 – Cultivate grants only (£2,000 - £19,000) – subject to change

Pre-application advice:

We encourage organisations to talk through project ideas before submitting an application. Bookings are now open for one-to-one telephone advice appointments on Tuesday 16<sup>th</sup> June and Thursday 25<sup>th</sup> June between 9:30am-1:30pm. These 15-minute appointments must be pre-booked and are available on a first come first served basis. Please [book here](#).

Applications and further information about fund priorities and criteria may be found on the Cambridgeshire Community Foundation (CCF) [website](#). CCF can answer questions about applying for the fund [info@cambscf.org.uk](mailto:info@cambscf.org.uk).

### **Next Local Plan news**

The Issues and Options Consultation report was published on Friday (22 May) and sets out that the consultation 'reached more residents than ever'. The report marks the start of a lengthy process to develop the new Greater Cambridge Local Plan – the first joint Local Plan between Cambridge City and South Cambridgeshire District councils.

Once finalised, the Local Plan will set out where in Cambridge and South Cambridgeshire development is allowed to happen – where homes, business space, community facilities, shops and leisure facilities can be built and where green spaces can be protected or created.

From the circa 7,000 comments received, which the councils are still in the process of analysing, the [Initial Feedback from the Consultation](#) identified some key areas to be explored during the development of the Local Plan:

- On **where to build**, it appears there is support for densification of existing urban areas, along with development along public transport corridors. Views on development around villages were polarised and, on green belt development, it appears there is some support for locations which are sustainable in transport terms, to reduce car travel from locations further away
- Most people agree that the right **seven themes** have been identified for the Plan, but there was a range of views about which themes should take priority
- **Infrastructure** – which can refer to road and cycle networks, education and health provision, and more – was the theme that attracted the most interest, by a substantial margin, with transport being the most commented on topic
- The second most popular theme was **homes**, followed by **climate change**, which prompted a wide range of views – from those who felt it was a high priority, to those who felt that other issues should take precedence
- Many responses said that continuing **economic growth** was important, although many also raised questions around whether growth was desirable. Some stated that wellbeing was a priority over growth, while others expressed the view that economic growth was the means to raise quality of life.

The report also sets out a proposed timeline for the next stages of the Local Plan process: “Preferred Options” for where development might take place will not be published until the summer next year.

### **More help for local businesses**

Over £1.25m in grant funding has been released to help hundreds of small South Cambridgeshire businesses – who have not been eligible for Coronavirus support so far – to secure jobs and recover.

Eligible businesses such as charities, market traders, B&Bs and those in shared offices or flexible workspaces are invited to apply as soon as possible to the District Council for the new funding, and no later than midnight on 22 June.

The one-off payments under the Government’s discretionary grants scheme range from £2,500 for small firms, £10,000 for charities and up to £10,000 for other businesses connected to the retail, hospitality and leisure industry. Firms that have already benefitted from previous Government grants do not qualify.

The Council has set up a special team to assess applications and distribute funding fairly and efficiently to eligible businesses that need support as the lockdown eases. This includes:

- Small businesses in shared offices or other flexible workspaces with a minimum rent of £250 per month
- Regular market traders who are based in the same physical location with fixed building costs and registered with the Council’s Environmental Health / Licensing Service
- B&Bs that pay Council Tax and are registered with the Council’s Environmental Health Service
- Charities that pay business rates to the Council and would meet the criteria to receive Small Business Rates Relief if they were an equivalent sized business.

These businesses will be notified of the Council’s decision as soon as possible.

The Council has introduced a fifth category for businesses not included in the above, which form part of the supply chain for the retail, hospitality and leisure industry and can demonstrate they have lost a minimum of 75% of their annual income as a result of COVID-19. With funding limited, the over-riding factor for grant determination will be the number of people employed. These businesses will be advised of any decisions after 22 June.

Among the qualifying criteria, businesses must have been trading on 11 March 2020, have a turnover of no more than £10.2m and employ less than 50 people.

*Susan, Jose and Philippa*