

PARISH COUNCIL MINUTES OF MELDRETH PARISH COUNCIL

Minutes of the Remote Parish Council Meeting held on Thursday 6th May 2021 at 7.30pm 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 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), 1 member of the public

- 024/05/21 Election of Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:** (LGA 1972s15(2). The Chairman remains in their seat until they have been reinstated or a new chairman is voted in (LGA 1972s15(4). The Chairman has the casting vote (LGA 1972 s15(3)
Cllr Young nominated Cllr Goddin to stand as Chairman, this was seconded by Cllr Land and agreed by all. Cllr Goddin agreed and signed his Acceptance of Office and Agreement to Abide by the Code of Conduct. Cllr Goddin then took the Chair.
- 025/05/21 Election of Vice Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct: Local Elections** (Declaration of Acceptance of Office) Order 2021/1465, sch1
Cllr Land nominated Cllr Searles, this was seconded by Cllr Pellatt and agreed by all. Cllr Searles agreed and signed his Acceptance of Office and Agreement to Abide by the Code of Conduct.
- 026/05/21 Register of Interests: All councillors to note any changes**
There were no changes noted.
- 027/05/21 To receive any apologies for absence:** (LGA 1972 sch12 para 40) – Quorate is one third but no less than 3 members (LGA 1972 sch 12 para 45)
There were no apologies as all Councillors were present.
- 028/05/21 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.
There were no interests declared.
- 029/05/21 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.
Items raised within the public section:
Thanks were given to Cllr Goddin for his help in sorting the removal of the broken pieces of the old grave tombs in the church yard.
There will be a Walking Market being held in Meldreth on the 14th June, it was asked if the Parish Council would like to have a stall?
Disappointment was raised with regards to the lack of planting of trees and snowdrops within the village. The Chairman responded that the Parish Council have planted trees in the recreation ground and some more will be planted to replace those trees along Fenny Lane. Planting of snowdrops or any flowers along the CCC or SCDC verges, need to come before the Parish Council so they can agree and notify the grass cutter and the local authority if needed.
- 030/05/21 To Approve and Sign Minutes of Meeting held on 1st April 2021:**
The minutes were proposed by Cllr Young and seconded by Cllr Land with all in favour. The minutes will be signed when the Chairman is able to do so..
- 031/05/21 Planning: (Town and Country Planning act 1990 sch 1, para 8)**
(Full planning Minutes are available via the clerk, website or notice board)
Update

032/05/21 Election of Planning Committee:

It was proposed by Cllr Goddin to keep the Planning Committee the same, this was seconded by Cllr Land and agreed by all. The Planning Committee will consist of Cllrs Goddin; Searles; Gilmore; Land and Pellatt.

033/05/21 Nomination to the following: Working Groups/Key representatives and Trustees:

See appendix 1

Burial Ground Working Party	Triggs Charity (education) Representative
Finance Working Party	Village Hall Representative
Complaints and Personnel Working Group	Parish Charities Representative
Meldreth Recreation Ground Working Party	Melwood Conservation Representative
Policies Working Group	River Mel Restoration Representative
Meldreth Futures Working Group	Parish Paths Partnership (PPP) Representative
Tennis Club Working Group	Tree Warden
Traffic Working Group	Mary Course School Fund Representatives
Churchyard Wall Working Group	Network Rail Representatives
Flood Avoidance Sub Committee	Carbon Emissions Working Group
MAYD Representative	
Highways Working Group	

There were the following amendments to the list.

Complaints and Personnel Working Group will be renamed Human Resources Working Group.

Meldreth Futures Working Group will be renamed Community Projects Working Group

Mettle Hill to be disbanded until it is needed.

Tennis Working Group to be disbanded.

Cemetery to be the Burial Ground Working Group

Cllr Goddin reported that Mrs Clare Silver has now resigned from the Meldreth Futures Working Group.

It was proposed by Cllr Goddin to keep the responsibilities the same, with the few amendments on names, this was seconded by Cllr Land and agreed by all.

034/05/21 Proposal for 25k houses in the Meldreth area by Thakeham Developer

Update from Cllr Young and James (South West Cambridge Action Group (SWCAG))

Cllr Young reported that there have been some public meetings but there are no actions needed at the point.

035/05/21 Melbourn Conservation Area:

Clerk to enquire if Meldreth's response was noted.

Action: Clerk

036/05/21 Covid-19:

Cllr James reported that it is quiet at the moment, however as mentioned by government with regards to Covid, there may be a further need for the services.

037/05/21 Recreation Ground:

Report from Cllr Fallon

- Equipment inspection report – Cllr Fallon reported that there are concrete posts in the ditch behind No. 4 Howard Road. Clerk to enquire with SCDC to get them removed.

Action: Clerk

- Clerk will check the spring horse foot rest.

Action: Clerk

- Matting to be placed in areas where the footfall is high – Kick Wall, Basketball areas, zip wire and some of the gates around the play area. Cllr Gilmore and Clerk will look at what is needed. It was proposed by Cllr Goddin that matting can be purchased as long as they are within the Clerk's allowance, this was seconded by Cllr Gilmore and agreed by all.

Action: Clerk/PG

038/05/21 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 – will be installed in June.
- Play balls have been removed and reinstalled near the spring animals

- Dog Fouling – It was agreed to place dog signs at all the entrances to the recreation ground. Cllrs Land and Fallon to look at signs to decide what would be needed, it was also agreed to have them double sided. Agenda item for June. **Action: JF/CAL**

039/05/21

Adult Gym Equipment:

Decision on Equipment (Cllrs Goddin and Gilmore have seen the tenders) It was proposed by Cllr Gilmore to accept the tender from Air Fitness for six pieces of equipment, this was seconded by Cllr Young and agreed by all. **Action: Clerk**

The question on placement of the equipment needs further discussion. Cllr Pellatt has concerns with regards to the distancing of equipment and the football pitch. It was suggested by Cllr Goddin that the RGWG and Cllr James take another look at where these pieces of equipment can be placed. **Action: RGWG/RJ**

It has already been agreed that the funds will come out of the community benefit account and the monies will be replaced once the S106 has been received for 79 High Street, where part of the agreement was for Adult Gym Equipment. This was proposed by Cllr Goddin and seconded by Cllr Land, agreed by all.

040/05/21

Traffic Working Group:

Cllr Gilmore reported that the speed camera data has been sent to all councillors and will be sent to Meldreth Matters. The traffic survey is still to be done, this has been held up due to covid and lack of traffic movements. Projects for the next LHI 2022/23 to be looked into. One of the reasons given for the failure of the latest LHI was that one chicane would not be enough to help with the speed restrictions along Whitcroft Road. It might be worth replying but have two chicanes or to look at something else that may help with lowering speed along Whitcroft Road. Cllr Gilmore asked all Councillors to think about what they think may help and send their suggestions to her so she can collate and bring to the next meeting. **Action: PG/All Cllrs**

There is also another scheme being put forward which is the '20 Plenty Scheme', this is within the Cambridge Briefing note which was emailed to all councillors on the 4th May. Again can all councillors look at this and send in their suggestions to Cllr Gilmore so she can put together a report. At the moment it is asking for Parish Council's if they are in support of the scheme.

Agenda item **Action: PG/All Cllrs**

041/05/21

Village Infrastructure:

Update on the verge maintenance opposite the railway station at the corner of Station Road and Whitcroft Road and who is responsible for the maintenance. Clerk is looking at Land Registry website. There is also some confusion with the verge further towards the chicane in regards to ownership. There are some self seeding trees and shrubbery in this area as well. The clerk will extend the search to cover the whole verge area on that side of the High Street leading from the corner of Station Road down the High Street towards the chicane.

Action: Clerk

The Clerk has reported the footpath at the new development along Whitcroft Road to the Planning Officer Karen Pell-Coggins and Mr Sean Gentle as there are also issues with the ditch. Photographs have also been sent to them with regards to the state of the new footpath as it is pooling water in certain areas, left over shrubbery which may need clearing and wire embedded into the ground which needs removing. There is also a lot of debris in the ditch just before it becomes the protected water course. Clerk to keep updated on progress. **Action: Clerk**

The installation of the two benches at the village hall have now been completed.

042/05/21

Correspondence and Clerk's Report

- The computer has been looked at and the report is that it will need some further maintenance. The external hard drive is now full, Clerk to get a temporary stick to update material. Once the office has been cleared and the Assistant clerk's work station has been set up then a further check will be needed and a more permanent solution for back up found. **Action: Clerk**
- Zoom Meetings Update. The government has declined the move for virtual meetings to continue therefore the Parish Council will have to resume face to face meetings as of the 7th May. The main room of the village hall is available for the meeting on the 3rd June and if social distancing has ceased as of the 21st June, then the meetings can resume in the green room. However, if that is not the case another date or venue will be needed to hold meetings from July 2021. **Action: Clerk**
- A smart meter is being installed in the pavilion in June **Action: Clerk**

Pg 9

043/05/21 Application for funding from Meldreth Primary School PTA for refurbishment of the swimming pool (LG(misc prov)A 1972 s19))

It is estimated the total project will cost around £20,000. It was proposed by Cllr Young that the Parish Council give a financial contribution of £2,500 toward the swimming pool project as long as the project goes through, this was seconded by Cllr Land and agreed by all. It was proposed by Cllr Goddin that the funds for this project are taken from the Community Benefit fund, this was seconded by Cllr Young. Clerk to notify the PTA. **Action: Clerk**

S044/05/21 Finances and payments: April 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 already paid:

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension		0	Employees payments for April 2021	LGA 1972 s112
Haven Power		DD	Street lighting power April 2021	PCA 1957 s3
DP Garden Services	£721.66	0	Grass cutting April 2021	OSA 1906 s9/10
34SP	95.40	0	Hosting for website	LGA 1972 s133

Payments awaiting approval

	Gross	Vat		Power
SLCC	208.00	0	Agreed Jan 2021	LGA 1972 s133
CAPALC	567.33	0	Membership 2021/22	LGA 1972 s133
Proludic 50%	8912.05	1485.34	Play equipment (Tower)	LGA 1976 s19
CAPALC	567.33	0	Annual Membership and DPO	LGA 1972 s144
Archive UK	48.00	8.00	Shredding of office paperwork	LGA 1972 s133
LGS Services	203.40	33.90	Payroll Services	LGA 1972 s133
J Damant			Additional item (Expenses – zoom, fuel)	LGA 1972 s113

It was proposed by Cllr Goddin to approve all payments, seconded by Cllr Searles and agreed by all.

045/05/21 Audit for 2020/21:

Deferred until June. Need to complete the fixed asset register.

Action: Clerk

046/05/21 Councillor Reports:

Cllr Goddin

There has been some damage to some of the tombs and monuments in the church graveyard, The wardens notified the Chairman and Clerk. The stone debris will be removed and the monument will be stored in the Parish Council shed. Clerk will try to find the family to see if they wish to restore the monument. **Action: Clerk**

There has also been some discussion with regards to replacing the tree that was taken down due to disease. Church Wardens will put in an official request to the Parish Council as agreement to maintain and add onto the survey will need to be agreed.

There has also been planing of snowdrops around the church and village. In principal the Chairman can see no concern over this activity but he stressed that a request needs to come to the Parish Council as other matters need to be discussed such as the areas being proposed so that the clerk can contact the grass cutter and in some cases the Local Authority.

Cllr Goddin was also concerned with regards to some of the comments that were made in the public section in that the Planning Committee do not put Meldreth first, this is not the case the Planning Committee can only make recommendations to SCDC on any planning application that they are presented with. The final decision will always be made by the Local Authority.

Cllr Gilmore

Highways England are preparing a survey throughout the UK, this could be the van that many people have witnessed going around the village.

Cllr James

There is a consultation for the East West Rail, Cllr James will send the link to all councillors who can respond as individuals. There is no clear route at the moment.

Cllr Young

The notice boards (MVA) board is in hand.

Cllr Land

Is there any possibility to have a defibrillator near West Way. Could a red telephone box be purchased to do this and be placed near the cross roads at Fenny Lane. It was suggested that Cllr Land speak to Meldreth Futures. **Action: CAL**

047/05/21

Annual Meeting of the Parish (village meeting): see also item 016/04/21

Meeting to be held in the Village Hall on the 20th May at 7.30pm. This is not a Parish Council meeting but a meeting held by the Chairman of the Parish Council for residents to discuss matters and to be informed as to what has been happening within the parish over the past two years. There was no meeting last year, due to covid19.

048/05/21

Agenda Items for Next Meeting:

20s Plenty speed consultation

Speed restrictions for Whitecroft Road

Land Registry for the verge along the High Street opposite the Station

Churchyard

Footpath and ditch near the new development along Whitecroft Road, abutting Howard Road

Adult Gym Equipment location on the Recreation Ground

Dog Fouling signs

049/05/21

Next Meeting:

Next meeting on 3rd June 2021

There being no further business the Chairman closed the meeting at 21.35pm

Chairman: _____ Date: _____

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

Responsibility List May 2021

Item	Cllrs appointed
WORKING GROUPS	
Cemetery WG	Cllrs Land, Fallon
Recreation Ground and Pavilion WG	Cllrs Land, Fallon, Gilmore and Pellatt
Finance WG	Cllrs Goddin, Pellatt, James and Garner
Policies WG	Cllrs James, Garner
HR WG	Cllrs Young and Garner
Community Projects WG	Cllr Goddin, Gilmore, Land and Clare Silvers
Traffic WG	Cllrs Gilmore, Goddin, Young (Graham Borgonon and Iain McPhee)
Church WG	Cllrs Goddin and James and the church wardens
Low Carbon Emissions WG	Cllrs James and Garner
REPRESENTATIVES ON OTHER GROUPS	
MAYD Representative	Cllr Garner (vice chairman on the group)
Village Hall Representative	Cllr Gilmore
Triggs Charity Representatives (education)	Cllr Fallon
Parish Charities Representatives	Cllr Fallon
Network Rail Representative	Cllrs Goddin and James
SCWAG	Cllrs Young and James
OTHER RESPONSIBILITIES	
Flood Avoidance Sub Committee	Cllrs Searles and Fallon, Mr P Ray and CCC Cllr van de Ven
Mary Course School Fund Representatives	Cllr Searles and Land
Tree Warden	Mrs M Lynch
Melwood Conservation Representative	Mr Graham Borgonon
Parish Paths Partnership (PPP) Representative	Mr Steve Marshall
River Mel Restoration Representative	Mr Steve Hawkins
COMMITTEES	
Planning Committee	Cllrs Goddin, Searles, Land, Pellatt and Gilmore

Other Organisations (not necessarily associated with the parish council)

Association	Number	Members appointed
Flambards Trustees	3	Jim Reid, Eleanor Fitzgerald, Margaret Mackenzie
Flambards Association	3	David Coton- Chair, Margaret Reid -Secretary, Nick Askam - Treasure
Alms Houses Trustees	2 are nominated by the PC	Richard Remnant; Hilary Duncan and Iain McPhee Parish Council Trustees; Cllr Fallon and Mr Alan Tobin.
Village Hall Trustees		Mr Paul Ray
Church Wardens	2	David Coton and Julie Draper