

UnApproved MINUTES OF THE ANNUAL MEETING OF MELDRETH PARISH COUNCIL

Minutes unApproved of the Annual Parish Council Meeting held on Thursday 12th May 2022 7.30p.m. in the Meldreth Community Rooms, Elin Way. The meeting was not held on the 5th May, due to the election.

Present: Cllr R Goddin- Chairman (RG)- Chairman, Cllr R James (RJ), Cllr A Bostanci (AB), Cllr J Fallon (JF), Cllr C A Land (CAL), Cllr M McGarry (MM), Cllr H Meridew (HM), Cllr N Pellatt (NP)

Inattendance: J Damant (Clerk) and County Councillor Susan van de Ven (SvdV) and District Councillors Jose Hales (JH) and Sally Ann Hart (SH)

- 024/05/22** **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 Land nominated Cllr Goddin, this was seconded by Cllr Pellatt and agreed by all. Cllr Goddin accepted the position and took the Chair.
- 025/05/22** **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 Bostanci, this was seconded by Cllr McGarry
Cllr Pellatt nominated Cllr James, this was seconded by Cllr Fallon.
A paper vote was taken and Cllr James was successful and accepted the position of Vice Chair.
- 026/05/22** **Councillor to sign their Acceptance of Office:**
All Councillors to sign the Acceptance of Office which will be witnessed and signed by the Proper Officer.
All Councillors present signed their Acceptance of Office which was witnessed by the Proper Officer.
- 027/05/21** **Register of Interests:**
All Councillors to have completed this, it will then be passed to the Clerk who will add to the Parish Council website and will also send to the Monitoring Officer at SCDC who will also publish on their website (Localism Act 2011 s.29 (7)).
- 028/05/22** **Code of Conduct:** (Localism Act 2011 s27 (1&2))
It was proposed by Cllr Goddin that Meldreth Parish Council adopt the new Code of Conduct submitted by SCDC, this was seconded by Cllr James and agreed by all.
- 029/05/21** **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)
Apologies were received from Cllr Garner for personal reasons, these were accepted and agreed by all.
- 030/05/22** **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. ((Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012/1464)).
There were no interests declared.
- 031/05/22** **Public Participation:** If a member of the public 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 4 members of the public in attendance along with both District Councillors and the County Council Councillor.
An updated of the Jubilee Celebrations was given and the picnic is doing very well. There has been concerned raised with regards to toilet facilities as it was not felt that the pub's facilities would be enough. The Jubilee Committee have looked into this and have found a quote which was £130.00 + vat. It has also been asked if the Parish Council would pay for the large notice that will be put outside the Village Hall (see item 044/05/22).

It was also asked if families who were unable to book a space for the picnic at the pub would be able to use the Recreation Ground. Cllr Goddin stated that the Recreation Ground is an open public space and anyone has a right to use it.

Cllr Goddin also wanted to express his gratitude to all the people who were making this possible and that Meldreth will hopefully have a fantastic weekend celebrating the Queen's 70th Jubilee.

032/05/22 To Approve and Sign Minutes of Meeting held on 7th April 2022:

The minutes were proposed by Cllr Land to be correct, this was seconded by Cllr Fallon and agreed by all. The Chairman then signed the minutes as a true record of the meeting.

033/05/22 Election of Planning Committee:

It was proposed by Cllr Goddin to keep all past Planning Committee councillors in position, if they wished to remain, this was seconded by Cllr Land and agreed by all. All members of the past Planning Committee agreed to stay on the Committee.

Cllr James nominated Cllr McGarry to come onto the Planning Committee, this was seconded by Cllr Pellatt and agreed by all.

Planning Committee: Cllrs Goddin, Land, Pellatt, Fallon, James and McGarry

**034/05/22 Planning: (Town and Country Planning act 1990 sch 1, para 8)
Due to the appointment of the new Planning Committee the following applications will be discussed here**

12 Chiswick End, 21/05490/HFUL & 21/05491/LBC – Demolition of existing outbuilding and erection of detached store/office.

It was proposed by Cllr Goddin to recommend 'no recommendation' with comments, this was seconded by Cllr Land and agreed by all.

'Meldreth Planning Committee appreciate that this is a listed building but the house should also have these attributes, why is this particular structure important enough to keep?'

035/05/22 District and County Reports: Have been circulated prior to the meeting

The Clerk has emailed by SCDC regarding putting in electrical points at the Community Rooms on Elin Way. Though this has nothing to do with the Parish Council concern was raised in how this will be managed. Cllr Hales responded in that the District Council are looking at ways they can help with this type of thing and putting in electric points at their properties was one way they can try and help. Electric charging point have a cost and they are designed to be quick so that vehicles are quickly charged and then moved.

Cllr Hart reported that the Underpass Survey was going well. It is hoped to arrange a site visit with Councillors. It was also asked if Meldreth could grass cut their part of the footpath as Melbourn have done theirs. Clerk will enquire with Meldreth's footpath team to see if this is one of the footpaths they monitor?

036/05/22 Local and Regional Planning Issues:

There have been no updates received concerning Thakeham, Oxford – Cambridge ARC or the Local Development Plan.

037/05/22 Covid 19 Update

Cllr James reported that there is no update, but they remain on alert.

038/05/22 Flambards

Cllr Goddin reported that following the meeting they had with MrCoton on 7th March nothing further has happened. MrCoton was going to contact all the residents with regards to the hard surface areas that are now in need of attention so that a further meeting with the Parish Council can take place. It was suggested that a letter be written to MrCoton (Chairman) to enquire what the situation is. Letter will be sent round to all councillors before submitting. **Action: RG/Clerk**

039/05/22 Recreation Ground

- April inspection report from Cllr Fallon.
- The abacus still needs to be either repaired or removed. It may be more economical to purchase a new one. **Action: Clerk**
- The area on where the slide is needs some attention. This has been looked at before, Clerk to look into costs of resurfacing. **Action: Clerk**
- See Saw, Outdoor Table Tennis have been taken off at this time. Cllr Fallon and the Clerk will go and see some of this equipment in situ at other council areas, which are nearby. There will need to be a decision on where to place the table tennis table and what surface is required.

This is all still ongoing as the contractor who has been appointed is still catching up. It was suggested that other contractors may be needed. Cllr Meridew will work with the clerk to put together a list of possible contractors.

Action: HM/Clerk

The Recreation Ground in general is still experiencing some levels of vandalism.

Some of the new dog signs have been bent over, a post has been removed and the new trees have been snapped and the tree guard was damaged. All these things will need to be replaced or repaired at a cost to the Parish Council and therefore to the residents. Clerk informed the council that CCTV can be extended if it was felt that these issues are now of concern. The system at the moment has 4 channels for 4 cameras but this can be extended. It is now legally allowed to have CCTV cameras overlooking recreation ground areas, but not into houses.

040/05/22

Tennis Club:

There is still no solution for public access. The question of holding reserves whereby the Parish Council put aside reserves annually of £1500 for possible maintenance; however, this anticipated the possibility of the public being able to play on one of the courts. The funds could be repatriated to general funds and when the courts do need any funding the Parish Council will consider this within the normal procedures they have in place. Due to the vandalism issues occurring it is not feasible to have the courts left open. An electrical booking system has been looked into but it needs a high volume of use to justify the considerable costs there is also the further cost of getting an electrical supply to the courts. This is not thought to be a practical proposition.

The council was also reminded that once the Hard Playing Area, Multi Use Games Area (MUGA) has been installed all these concerns will not be needed as there will be tennis and football facilities within the MUGA. Funding for this will be coming from the S106 development behind 79 High Street and it may be received either by the end of this year or the beginning of next year. The Clerk and Cllr Fallon are already looking in to this matter.

The Tennis Club do have a very popular club and have a lot of youth programmes already in place. It was proposed by Cllr Goddin that the Parish Council cease putting aside £1500 annually, this was seconded by Cllr Pellatt and agreed by all. All earmarked funds to be put back into the general funds.

It was proposed by Cllr Goddin that a note be put into Meldreth Matters explaining where the Parish Council are on this matter, this was seconded by Cllr Bostanci and agreed by all. **Action: RG**

041/05/22

Traffic Working Group

Unfortunately, the Parish Council were not successful in their LHI application to install speed limitation measures on Whitecroft Road. The working group currently consists of Cllrs Goddin and Land, Mr Borgonon, Mr McPhee, Mr Remnant and Mrs Gilmore.

The Speed Indicator Sign (SID) has been vandalised. It was proposed by Cllr Land that it should be sent back to the manufacturer to repair, this was seconded by Cllr Fallon and agreed by all.

Action: Clerk

There has been no recent meeting to report on who will be chairing the group, however Mr Borgonon and Mr McPhee are still involved with getting the SID repaired.

042/05/22

Village Infrastructure:

The bollards are still in need of either being removed or repaired. Clerk will forward some photographs of Bollards in Saffron Waldon which could be a village project. At the moment the bollards in place are not working as they keep being hit by vehicles. There have been suggestions in the past regarding shortening/cutting back the grass verge so that HGV can get around the corners.

Both notice boards are now with the contractor and awaiting installation, one will replace the one opposite the station and the other will replace the one on the junction of Elin Way and Whitecroft Road.

Clerk still trying to contact the person who has volunteered to repair the Finger Posts opposite the Stocks.

043/05/22

Churchyard safety issues:

Another meeting is to take place regarding the report that the Church Wardens had asked the Parish Council to do regarding the safety of the Churchyard. This has now been done and forwarded to the Church Wardens. One of the suggestions of the report was the safety of the church wall, this is not regarding its structure but that someone walking along the top of the wall could fall onto the footway below, which has a drop. It was suggested that, for the church fete, a temporary structure be put in place to stop anyone from walking on the wall with posts and tape to be installed with signage. Cllrs Goddin and James will put this idea to the Church Wardens for their comments.

Action: RG

044/05/22 Queen's Platinum Jubilee Celebration Update

An application, via an email, has been received for a donation towards the Jubilee Church Fete which is being run by the church. After some discussion and follow up with CAPALC and NALCit would appear that this is not something that the Parish Council would be able to help finance under LGA 1894 s8 which states that Parish Councils do not have the power to fund churches. This is not the same Act regarding closed churchyards as this is managed by the Parish Council. Parish Councils are not allowed to help finance the church building as this is under the Diocese of Ely.

It has been requested if the Parish Council could pay for portoloo's (see item 031/05/22), along with some other items ie; a Memory book, prizes for the various competitions and a notice that is to be put outside the Village Hall.

It was proposed by Cllr Goddin that the Parish Council earmark up to £500 for the extra toilets and this will be paid on invoice by the Parish Council, this was seconded by Cllr Land and agreed by all. It was then proposed by Cllr James that a further £100 be set aside for the auxiliary items ie Memory book and prizes, which again will be paid on submission of invoice, this was seconded by Cllr Land and agreed by all.

It was proposed by Cllr Goddin that the Parish Council pay for the Village Notice to go outside the Village Hall, which has been submitted by Mr Young of the Village Hall Trustees. This will be paid on invoice to the Parish Council, this was seconded by Cllr Fallon and agreed by all.

Another item which has been submitted is for the Scarecrow Event, this is also happening for the Jubilee weekend for an amount of £60.00. This was proposed to be acceptable by Cllr Land, seconded by Cllr Pellatt and agreed by all.

045/05/22 Finances and payments: May2021

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. Additional payments are shaded.

LGA Local Government Act; TCA Telecommunications Act; OSA Open Spaces Act; PHA Public Health Act; PCA Parish Council Act; RTRA Road Traffic Regulations Act.

MELDRETH PARISH COUNCIL ANNUAL GENERAL MEETING 12th May 2022

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for April 2022	LGA 1972 s112
Drax Power	£27.50	£1.31	Street lighting power March 2022	PCA 1957 s3
E-On	£21.90	£1.04	Pavilion electricity	LGA 1972 s143
DP Garden Services	£980.00	0	Grasscutting April 2022	OSA 1906 s9/10
CAPALC	£574.94	0	2022/23 CAPALC/DPO Membership	LGA 1972 s111
PlaysafetyLTd	£168.00	£28.00	RoSPA Play Area inspection 2022	LGA 1976 s19
J Damant	55.73	0	Labels, step ladder and watering can	LGA 1976 s113
Invoice paid between meetings				
J Fallon	£175.20	0	Repair to Pavilion store cupboard lock	LGA 1972 s133
BT	£360.50		Telephone and Broadband	TCA 1986
ICO	40.00	0	Data Protection	
Philimores	£59.23		Plants and shrubs for the village	LGA 1972 s
Clerk	143.88		Zoom, this to be shared with Orwell	LGA 1972

Cllr Goddin is concerned with the BT invoice and asked the Clerk to check why this appears to be so high. Cllr Goddin stated that even though the BT payment are made by Direct Debit this does not mean that the payment is approved without further enquiry.

Action: Clerk

It was proposed by Cllr Goddin to accept all other payments, seconded by Cllr Land and agreed by all.

046/05/22

Bank Signatory:

It was proposed by Cllr Goddin that Cllr Meridew become an additional signatory now that Cllr Searles has left the council, this was seconded by Cllr Pellatt and agreed by all. Clerk to organise.

Action: Clerk/HM

Mary Course Fund: The clerk reported that now that Cllr Searles has left the council there is no longer two signatories for the Mary Course Fund. Clerk reminded the Council that the Internal Auditor has suggested over the years that it might be a good idea to now hand this over to the school. The fund was raised in memory of Cllr Mary Course who was a fellow councillor, but also did a lot for the village and the school. Every year the school runs an event, in her memory, and the Parish Council contribute £60.00 from this account for prizes. The funds were raised by residents and held by the Parish Council. Agenda item for next month, however for this year £60.00 will be given by the Parish Council and then reimbursed at a later date from this account once a decision has been made.

Action: Clerk

047/05/22

Reports from Councillors:

Cllr Fallon – the 30mph speed sign on Whitecroft Road, is it possible to have this moved back so that it can include Marys Way. Clerk will enquire with Highways.

Action: Clerk

Cllr Land – The fixed sign on North End, can this also be moved. Cllr Goddinsaid he will take a look and report back at the next meeting.

Action: RG

Is it possible that a cart, similar to the one that Melbourn Parish Council have, be purchased for the Litter Picker to assist with his litter picking? Cllr Land said that he had spoken to the Litter Picker who would be happy to have one. Clerk to make enquiries.

Action: Clerk

Cllr McGarry– is very happy to help with the Recreation Ground, he is already helping Joan water all the new planting.

Cllr Pellatt – it appears that trial bikes are once again on the Mettle Hill site, this has been reported to the police.

048/05/21

Annual Meeting of the Parish:

This will take place on the 19th May at 8pm in the main room of the Village Hall.

049/05/22

Clerk's Report:

SCDC are looking at installing Electrical Vehicle (EV) charging points at the Community Rooms on Elin Way. The area they are looking at are two spaces outside the front of the building, this does not affect the Parish Council so is just for information. The EV points will be for public use as well as sheltered tenants. (See item 035/05/22)

050/05/22

Agenda Items next meeting:

Policies
Standing Orders
Financial Regulations
Responsibility List

There being no further business the Chairman closed the meeting at 22.09pm.

The next meeting, due to the Platinum Jubilee, will be held on 9th June 2022 at the Community Rooms in Elin Way.

Chairman: _____

Date: 9th May 2022

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed in Public Meetings by the Chairman. They are available for public inspection from the Clerk