

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 21st December 2015 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), M.Linnette, J.Norman, U.Cleminson, A.Mulcock, K.Crosby, C Stead, R.Gatward, I Bloomfield, J.Regan and J.Hales

In attendance: The Clerk, Assistant Clerk, and Jonathan Berks, Finance Director of the Hub Management Company.

PC140/15 Apologies for absence:

Cllr Sherwen for health reasons; C.Cllr S. van de Ven for personal reasons; Cllr Barrett for personal reasons.

PC141/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllrs Tulloch, Crosby, Bloomfield for PC147/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company.

PC142/15 Minutes of the meeting held on 23rd November, 2015:

Cllr Regan to be added as present at the meeting.

After the Clerk printed out only the odd pages and then the minutes for the equivalent meeting in 2014, the minutes at last arrived and -

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR CLEMINSON THAT THE AMENDED MINUTES OF 23RD NOVEMNER 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC143/15 To report on the last meeting 23rd November 2015

PC129/15: The Clerk has contacted ASCH but has not received a reply yet.

PC131/15: The Clerk has contacted the solicitor and is awaiting a reply.

PC144/15 To receive a report from County Councillor Susan van de Ven

Melbourn Parish Council, December 2015, County Councillor Report

County Council finance after the Chancellor's Spending Review: The County Council will be allowed to raise an extra 2% toward social care, though this will fall well short of what is needed to cover social care needs. It is confirmed that the government will phase out and completely discontinue its revenue support grant to District and County Councils, and that it will provide no means of financing it.

Cllr Mulcock asked about the Revenue Support Grant and Cllr Hales explained the situation to him.

Mind at the Hub: The mental wellbeing support service has had strong take up and will continue every third Thursday, 9:30-4:00. This continues to be offered free of charge and is funded by the County Council. Appointments need to be books via the Mind in Cambridge office.

Public Health: Unfortunately, the Chancellor has also announced cuts which drastically

affect public health spending – as you know public health is now a County Council responsibility. These cuts go forward even though the cost benefit of spending on prevention is so well documented.

Smart ticketing has now gone live and can be accessed on both platforms at all three of our local rail stations. You may have seen the new pedestals installed in recent months. I have posted details on how the system works, on my website. I have asked Govia Thameslink Railway who confirm there are no plans to reduce booking office hours at Meldreth Station, but there are no guarantees for the longer term.

Station infrastructure: A local Melbourn business has offered to help pay for new platform shelters on both sides of the track at Meldreth, and also more cycle parking. The offer was made in September and it is intensely frustrating that Govia Thameslink's bureaucratic systems have not been able to allow this to progress. I am meeting with the national passenger advocacy group Transport Focus next month to see if they can help this and similar projects to move.

IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR TOWNSEND THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED.

- PC145/15 To receive the Financial Report dated 30th, 2015 (See Appendix 1)**
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR LINNETTE THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.
- PC146/15 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payments and agree the amount to be transferred from the Business 'No Notice' Account. (See Appendix 2)**
The Clerk explained the figures in respect of Interserve and the transfer of money.
IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR REGAN THAT THE EXPENDITURE AND TRANSFER OF £30,000 BE APPROVED. THIS WAS CARRIED.
- PC147/15 To receive a report from Melbourn Community Hub. (See Appendix 3)**
The Report was received by the council. Mr Jonathan Berks explained the Financial Report
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR TOWNSEND THAT THE REPORT BE ACCEPTED. This was CARRIED.
- PC148/15 To receive an update about the car park**
Cllr Linnette reported that the car park is now open and was handed over on Friday. The council will receive the final payment figure in January. The Insurance covered has been calculated and the additional figure paid. There are several snagging jobs to be finished. The fence needs replacing and this is on order. The question of a fire extinguisher in the workshop needs to be attended to. BT is coming on Tuesday.
- PC149/15 To consider an application for designation of a Neighbourhood Area for Melbourn**
Cllr Norman explained the situation and the form will be filled in and signed.

PC150/15 Correspondence

- (a) Letter from H.Pollock re: request for continuing funding for Bloomsday. He will be asked to fill in one of the new grant application forms.
- (b) E-mail from C.Cllr S. van de Ven re: Street Lighting. This matter needs to be taken up with the Cambridgeshire County Council. The resident is to be written to.
- (c) Request to consider finding a suitable place for a Health Research Unit. It was suggested that it be sited on the MVC site. The Clerk to write.
- (d) E-mail from South Cambs District Council re Gritting. The Clerk to check with the Ranger and Litter Picker about training.

PC151/15 To receive any comments or questions on the following meetings: Planning 2nd November, Cemeteries 9th November, Conservation 9th November.

The Clerk apologised as these dates had been seen already. The correct ones to be included on the agenda for next time.

PC152/15 To accept notices and matters for the next agenda

- (a) Committee meetings
- (b) Media Policy. The Clerk to receive an e-mail from Cllr Mulcock in advance.
- (c) The calendar for next year.

The Chairman closed the meeting at 8.23 p.m.

APPENDIX 1

Financial Summary - Cashbook

Summary between 01/04/15 and 30/11/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50

Loan Received Accounts

Public Works Loan Board loan	-£646,451.06
------------------------------	--------------

Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£485,724.13

RECEIPTS	Net	Vat	Gross
Conservation	£42,270.10	£0.00	£42,270.10
Cemeteries	£3,190.00	£0.00	£3,190.00
Play & Rec	£22,250.00	£0.00	£22,250.00
F&GP	£399,116.83	£0.00	£399,116.83
Total Receipts	£466,826.93	£0.00	£466,826.93

PAYMENTS	Net	Vat	Gross
Conservation	£16,009.70	£2,815.33	£18,825.03

Cemeteries	£15,753.77	£2,553.11	£18,306.88
Play & Rec	£25,238.85	£1,591.10	£26,829.95
F&GP	£156,406.26	£6,102.38	£162,508.64
Planning	£77,945.72	£14,246.61	£92,192.33
Highways	£2,673.63	£47.00	£2,720.63
Melbourn Futures Committee	£187.00	£0.00	£187.00
Total Payments	£294,214.93	£27,355.53	£321,570.46

Closing Balances

Ordinary Accounts

Business Account	£321,753.56
Current Account	£9,195.21
Martin's Charity	£221.52
MAYD	£9,005.56
Melbourn Community Hub	£39,982.40
Petty Cash	£76.39
S.106	£112,130.44
Sinking Fund	£9,989.00

Loan Received Accounts

Public Works Loan Board loan	-£642,821.74
------------------------------	--------------

Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£340,467.66

APPENDIX 2

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
477	p. 322	£7.50	£0.00	£7.50 25/11/15	K. Rudge - cable ties	£7.50
526	DR	£13.60	£0.00	£13.60 25/11/15	HSBC - Bank charges	£13.60
527	Direct Debit	£7.50	£0.00	£7.50 25/11/15	Tesco - telephone bill	£11.50
529	Direct Debit	-£7.54	£0.00	-£7.54 25/11/15	e.0n - Elec charges credit	£158.15
478	104362	£88,828.21	£14,804.70	£74,023.51 30/11/15	Interserve Construction Ltd - 3rd Interim payment	£88,828.21
479	BACS	£78.36	£13.06	£65.30 30/11/15	Stationery Cupboard - Office supplies	£78.36
480	BACS	£50.00	£0.00	£50.00 30/11/15	ASSM - Asset depreciation forecast	£50.00
481	Visa	£61.32	£10.22	£51.10 30/11/15	Meon Direct - 10 x dog poo spray	£61.32
482	Direct Debit	£9.52	£0.45	£9.07 30/11/15	e.0n - Elec charges ORG	£158.15
483	Direct Debit	£3.91	£0.00	£3.91 30/11/15	e.0n - Elec charges for ORC	£158.15
484	P. 323	£5.76	£0.00	£5.76 30/11/15	K. Rudge - Sundries	£5.76
485	p. 324	£10.00	£0.00	£10.00 01/12/15	K. Rudge - Petrol for strimmer	£10.00
486	p.325	£2.48	£0.00	£2.48 01/12/15	K. Rudge - grass seed	£2.48
487	BACS	£508.97	£84.83	£424.14 01/12/15	Pitts Architects - Fee & Expense account for the Parish Clock	£508.97
488	BACS	£1,107.00	£184.50	£922.50 01/12/15	Edge IT Systems - 4th year of	£1,107.00

						5 year contract	
489	BACS	£1,764.00	£294.00	£1,470.00	01/12/15	Roger Parker Associates Ltd - Electrical design services	£1,764.00
552	DD	£250.00	£0.00	£250.00	01/12/15	South Cambs District Council - Rates for the pavilion	£852.00
553	DD	£540.00	£0.00	£540.00	01/12/15	South Cambs District Council - Rates for High Street car park	£852.00
554	DD	£62.00	£0.00	£62.00	01/12/15	South Cambs District Council - Rates for NRC	£852.00
490	104364	£180.00	£0.00	£180.00	02/12/15	Beactive Melbourn Ltd - Youth Club: pavilion	£180.00
491	BACS	£3,537.60	£589.60	£2,948.00	02/12/15	Groundwork East - Youth Club delivery: November	£3,537.60
492	BACS	£305.16	£50.86	£254.30	02/12/15	Ricoh UK Limited - Rent & click charges	£305.16
493	Direct Debit	£41.20	£0.00	£41.20	02/12/15	Cambridge Water Company - Charges for allotments to the rear of 39-45 The Moor	£309.47
494	Direct Debit	£40.29	£0.00	£40.29	02/12/15	Cambridge Water Company - charges for pavilion	£309.47
495	Direct Debit	£227.98	£0.00	£227.98	07/12/15	Cambridge Water Company - Charges for NRC	£309.47
496	BACS	£78.00	£13.00	£65.00	07/12/15	Herts And Cambs Ground Maintenance Limited - Mark 2 pitches on NRG	£13,120.01
497	BACS	£168.00	£28.00	£140.00	07/12/15	Herts And Cambs Ground Maintenance Limited - Clear and remove large volumes of ivy	£13,120.01
498	BACS	£384.00	£64.00	£320.00	07/12/15	Herts And Cambs Ground Maintenance Limited - Construct concrete base & fit memorial bench	£13,120.01
499	BACS	£252.00	£42.00	£210.00	07/12/15	Herts And Cambs Ground Maintenance Limited - Cutting hedges in Worcester Way	£13,120.01
500	BACS	£256.01	£42.67	£213.34	07/12/15	Herts And Cambs Ground Maintenance Limited - Monthly maintenance of S106 areas	£13,120.01
501	104365	£10.00	£0.00	£10.00	07/12/15	CAPS - Deduction from wages	£10.00
502	BACS	£534.63	£0.00	£534.63	07/12/15	Melbourn Village College - Celebration of Ages tea party	£534.63
503	Cash	£100.00	£0.00	£100.00	07/12/15	Linda Gregory - Gratuities for staff	£100.00
504	P.315	£2.00	£0.00	£2.00	07/12/15	Sarah Adam - Get well card	£2.00
505	Visa	£345.00	£0.00	£345.00	07/12/15	Tesco - Refreshment for Chairman's Reception	£472.76
506	Visa	£20.00	£0.00	£20.00	07/12/15	Fieldgate Nurseries - Flowers for Mike	£70.00
507	BACS	£2,462.50	£0.00	£2,462.50	08/12/15	Don Bennett Consulting - Car park design work	£2,462.50
508	Visa	£127.76	£0.00	£127.76	08/12/15	Tesco - Food for Chairman's Reception	£472.76
509	Visa	£50.00	£0.00	£50.00	08/12/15	Fieldgate Nurseries - Flowers for Chairman's Reception	£70.00
510	BACS	£2,508.00	£418.00	£2,090.00	14/12/15	Ashton Renovations - ORC roof works; NRC foundation works	£2,508.00
511	BACS	£1,200.00	£200.00	£1,000.00	14/12/15	Sweett (UK) Ltd - Contract Administrator services	£1,200.00

512	Direct Debit	£8.44	£0.40	£8.04	14/12/15	e.0n - Elec charges for ORG	£158.15
513	Direct Debit	£133.10	£6.34	£126.76	14/12/15	e.0n - Elec charges for pavilion	£158.15
514	Direct Debit	£7.18	£0.16	£7.02	14/12/15	e.0n - Elec charges for ORC	£158.15
515	Direct Debit	£3.54	£0.17	£3.37	14/12/15	e.0n - Elec charges for adj Sports Social	£158.15
516	BACS	£139.20	£23.20	£116.00	14/12/15	ESPO - Shredder fo office	£139.20
517	BACS	£288.86	£48.14	£240.72	14/12/15	South Cambs Motors - Repair to the van	£288.86
518	p.316	£14.98	£0.00	£14.98	14/12/15	K. Rudge - diesel for van	£14.98
519	p.317	£3.76	£0.00	£3.76	14/12/15	K. Rudge - staples for trees	£3.76
520	p.318	£8.86	£0.00	£8.86	14/12/15	K. Rudge - barrier tape	£8.86
521	Cash	£150.00	£0.00	£150.00	15/12/15	Deana Gregerson - payment for Chairman's Reception	£150.00
522	Cash	£80.00	£0.00	£80.00	15/12/15	Chloe Dobson - payment for Chairman's Reception	£80.00
528	Direct debit	£4.00	£0.00	£4.00	15/12/15	Tesco - mobile insurance	£11.50
530	BACS	£580.00	£0.00	£580.00	16/12/15	Michelle Cooper - Accounts for Oct & Nov	£580.00
531	BACS	£222.00	£37.00	£185.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Christmas trees	£13,120.01
532	BACS	£4,080.00	£680.00	£3,400.00	18/12/15	Herts And Cambs Ground Maintenance Limited - reduce hedges on allotments	£13,120.01
533	BACS	£5,280.00	£880.00	£4,400.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Supply and plant hedges in New	£13,120.01
534	BACS	£156.00	£26.00	£130.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Overmarking New & Old Recreation grounds	£13,120.01
535	BACS	£72.00	£12.00	£60.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Cut paths at Stockbridge	£13,120.01
536	BACS	£156.00	£26.00	£130.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Cut of New & Old Recreation Grounds	£13,120.01
537	BACS	£2,016.00	£336.00	£1,680.00	18/12/15	Herts And Cambs Ground Maintenance Limited - Plant hedge in Vicarage Close	£13,120.01
538	104366	£250.00	£0.00	£250.00	21/12/15	Society Of Local Council Clerks - Sarah Adam Cilca Registration Fee	£250.00
539	P318	£2.42	£0.00	£2.42	21/12/15	Sarah Adam - Postage for MAYD paperwork	£2.42
540	BACS	£380.33	£0.00	£380.33	21/12/15	Came and Company - Insurance for Refurbished car park and workshop	£380.33
541	BACS	£83.16	£13.86	£69.30	21/12/15	Cambridge China Hire - Glass /crockery hire for Chairmans Reception	£83.16
542	104367	£250.00	£0.00	£250.00	21/12/15	Society Of Local Council Clerks - Membership for SLCC	£250.00
543	Visa	£150.00	£0.00	£150.00	21/12/15	Peter Horley - Leaving gift	£150.00
544 – 551: Wages, salaries and Tax & NI				£7028.79			
Total		£127,681.34	£18,929.16	£108,752.18			

APPENDIX 3

Melbourn Community Hub

October 2015

		£
Income		
Café takings		7,326
Room rental		
	Parish council	1,025
	Commercial	<u>1,785</u>
		2,810
Total income		<u>10,136</u>
Expenditure		
<u>Café</u>		
Purchases	3,162	
Other kitchen costs	527	
Catering staff costs	3,385	
Laundry	<u>208</u>	
		7,282
<u>Administration</u>		
Centre managers costs	2,342	
Telephone	277	
IT contract	347	
Post and stationery	60	
Streamline and till rental	118	
		3,144
<u>Premises</u>		
Electricity	377	
Gas	109	
Business rates	103	
Maintenance	<u>420</u>	
		1,009
Total expenditure		<u>11,435</u>
Suplus/deficit income / expenditure		<u>-1,299</u>

Melbourn Community Hub Management Group

**Finance Directors Report
December 2015**

I attach a schedule with the Income and Expenditure in the Hub for October 2015. The total income was £10,136 (café £7,326 and room hire £2,810) and expenses £11,435, and therefore the excess of expenditure over income was £1,299.

I have completed the full year's accounts to 30 September 2015, but these still wait to be checked, and I shall present the full accounts in January. However, the figures which I have are as follows:

Year ended 30 September 2015

Cafeteria sales		£78,219
Room rental		20,926
		<hr/>
Total income		£99,145
Expenditure		
Cafeteria		
Purchases	£34,705	
Staff costs	40,473	
Non-café purchases	3,966	
Premises	22,628	
Administartion	31,904	
	<hr/>	133,676
		<hr/>
Deficit expenditure over income		-£34,531
		<hr/>

Jonathan Berks
Finance Director
18 December 2015.