

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 23rd November 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, V.Barrett, K.Crosby, C Stead, R.Gatward, I Bloomfield and J.Hales

In attendance: The Clerk, Assistant Clerk, Stuart Cook, Chairman of the Hub Management Company and Jonathan Berks, Finance Director of the Hub Management Company + two members of the public.

PC119/15 Apologies for absence:

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

PC120/15 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 PC126/15 declared a non-pecuniary interest as they are Directors of the Hub Management Company; Cllrs Norman & Townsend for PC136/15 as Chairman of the Governors of the Primary School and employee respectively; Cllrs Hales and Linnette for PC125/15 as cheque recipients; Cllrs Gatward and Crosby for PC129/15 as church members.

PC121/15 Minutes of the meeting held on 26th October, 2015:

Insert into PC117/15: The minutes for Planning on 14th September were not available on the website at the time of the meeting.

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR LINNETTE THAT THE AMENDED MINUTES OF 26TH OCTOBER 2015 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.

PC122/15 To report on the last meeting 26th October 2015

Nothing to report

**PC123/15 To receive a report from County Councillor Susan van de Ven
Melbourn Parish Council, November 2015, County Councillor Report**

David Piggott has retired from Meldreth Station, which will be a huge loss to the wider community. The Meldreth, Shepreth and Foxton Rail User Group has invited David for a celebration of his service on December 12th, 11AM, at Meldreth Station. We are also compiling a book of memories of Moments with David Piggott at Meldreth Station and to make this happen we need contributions from everyone with a story to tell. Please email your scribbles to me: susanvandeven5@gmail.com.

Practical Solutions Group: 1) As you know the Melbourn Village College site is open to the public. There are concerns around regular dog fouling on school fields, and also safeguarding issues during break times and PE lessons. Please could the chair of the Highways committee arrange to meet with one of the MVC Senior Management Team to

discuss possible solutions – thanks. I’m happy to join in if that’s helpful. 2) We agreed that it would be helpful to ask neighbouring parishes if they would like to send a representative to join the PSG, because usually we are discussing matters that pertain to our wider community – for example ways of supporting MAYD and the Hub.

Letter to Parishes about Hub support: It is good to know that these letters have gone out to neighbouring parishes. My guess is that a positive response would be more likely if the letter could flesh out in a more compelling way what the Hub is all about, and include an invitation to visit the Hub for a cup of coffee and a tour.

Rural level crossing closures: Network Rail is looking to close a large number of rural crossings nationally. In Meldreth this includes Flambards level crossing, and the crossing south of Meldreth Station bridge accessed from Chiswick End, both of which provide connections to Melbourn. Network Rail have confirmed that a local consultation and information exercise will take place in 2016, so everyone will have a chance to put their views forward.

A10 Foxton–Harston cycle path, for information for all A10 users. Work is progressing well ahead of schedule. Detailed plans have now been drawn up for Harston village: a 3 metre-wide off-road path would run all the way through the village on the west side. Some central reservations and hatching would be removed and some new central reservations would be added. If the proposals are supported then work would commence around March 2016 and take three months to complete. If you would like to add your voice, the on-line survey and full proposals are available at a10corridorcycle.com. Harston’s congestion problem of 16,000 vehicles per day is one of the factors in endeavouring to provide a safe off-road path.

Mental health support: I’ve met with Mind in Cambs and Great Northern Railway, our train operator, who will be working together in our area to raise awareness of and support for people with mental ill-health, including at Meldreth Station. Mind is also running the equivalent of Mental Health First Aid training – lots of information is available on their website or T 01223 311320.

Work is also continuing specifically to support young people, through the MindEd Trust, set up in memory of local resident Edward Mallen, and Allyance, an in-school counselling service shared across Melbourn Village College and its catchment primary schools. I am working with both organizations to liaise with the County Council’s public health programme.

Care Quality Commission report on Addenbrookes: Of the key reasons for the recent ‘Special Measures’ ratings, problems of staff recruitment were highlighted. These are very deep rooted and are experienced in all sectors relating to health and social care: shortage of affordable housing, low wages in an expensive area, and problems in accessing much needed staff from overseas all figure prominently in the Addenbrookes picture.

In the absence of C.Cllr S. van de Ven, there were no issues raised and the report was received by the council

- PC124/15 To receive the Financial Report dated 31st October, 2015 (See Appendix 1)**
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR LINNETTE THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.
- PC125/15 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)**
[At this point, Cllrs Hales and Linnette left the meeting as both are cheque recipients]
 The Clerk to find out about the resolution with regard to Melbourn Primary School.
IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR TOWNSEND THAT THE EXPENDITURE AND TRANSFER OF £30,000 BE APPROVED. THIS WAS CARRIED.
[At this point, Cllrs Linnette and Hales returned to the meeting]
- PC126/15 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 which is showing a much healthier picture; Mr Stuart Cook reported that the IT contract was now with another firm and they are looking at the contract with BT.
IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR NORMAN THAT THE REPORT BE ACCEPTED. This was CARRIED.
- PC127/15 To receive a complaint from the River Mel Group (See Appendix 4)**
 The council expressed its regret at the damage done inadvertently by the contractor carrying out maintenance work on the New Recreation Ground. It accepted the need for mitigating measures to be taken with the help of the River Mel Restoration Group. **IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSBY THAT MELBOURN PARISH COUNCIL TAKES MEASURES TO MITIGATE THE EFFECTS OF THE DAMAGE DONE AND MEET THE COST. This was CARRIED.**
- PC128/15 To consider the issue of dog fouling**
 The Assistant Clerk brought the council up-to-date with measures taken.
 Cllr Hales asked that the primary school should be written to and urged to educate parents about dog fouling.
 Cllr Bloomfield reported that Melbourn Village College has the same problem and it is replacing its signage to protect the site from dogs and walkers.
 One dog owner in particular is causing concern and this will be passed on to the police.
- PC129/15 To consider a proposal to return to All Saints Community Hall for Full Parish Council Meetings.**
 After a discussion about the issues, **IT WAS PROPOSED BY CLLR BARRETT AND SECONDED BY CLLR HALES THAT MELBOURN PARISH COUNCIL RETURNS TO ALL SAINTS COMMUNITY HALL FOR FULL PARISH COUNCIL MEETINGS FROM APRIL 2016. This was CARRIED BY 8 VOTES TO 4 WITH 1 ABSTENTION.**
 The Clerk to contact ASCH.
ACTION: The Clerk
[At this time, being 8.04 p.m., Standing Orders were suspended to allow for public

participation. See Addendum. At 8.12 p.m. Standing Orders were resumed].

PC130/15 To consider a policy with regard to appearing at SCDC Planning Committee meetings when recommended for refusal has been passed.

Cllr Mulcock expressed his concern that, on several occasions, a recommendation for refusal at a Planning Committee meeting had not been followed up by the parish council sending a representative to the SCDC Planning Committee to argue its case. Cllr Mulcock wished to know whether, in the light of this, the Planning Committee would not recommend refusal if it could not send a representative to the meeting. He was informed that this would not be the case and any recommendation for refusal would be decided on the merits of the planning application. However, it was accepted that a parish council representative should attend the SCDC Planning Committee if a recommendation for refusal was made and that representative will be nominated at the appropriate Planning Committee Meeting.

PC131/15 To consider the issue of Rights of Way on to parish council land

Cllr Linnette raised the issue of rights of way on to the New recreation Ground by property owners living next to the land and inserting a gate into their fencing. He wishes it to be made clear that no-one has a right to access parish council land however long they may have had a gate at the back of their premises. The Clerk to contact the solicitor to establish exactly what the law is on this matter and to determine the words to be used in any letter. This will apply to all properties backing on to parish council land.

ACTION: The Clerk

PC132/15 To consider adopting policies submitted by the Assistant Parish Clerk

In order to enable parish councillors to read the policies in detail, it was decided to remit this item to next week's F&GP meeting.

PC133/15 To consider a quote for the installation of lights in front of the pavilion

This was withdrawn as the quote has already been accepted and the work completed.

PC134/15 To receive an update about the car park

Cllr Linnette reported that the car park completion date was now 14th December.

Tarmacing will start tomorrow followed by the white lining. It cannot open before the lighting is in place. The workshop needs to have heating. The car park needs a weight limit sign and a restriction on overnight parking. A letter needs composing to neighbouring properties about their hedges and, in the case of 43 High Street, the need to access the property to erect the new fence.

No final financial figure yet.

PC135/15 To consider the siting of the new parish noticeboard

Cllrs Regan, Crosby, Barrett and Gatward to walk the site and recommend a position.

PC136/15 Correspondence

- (a) Letter from Cllr Baker re: resignation. This was received with regret and with all good wishes for the future and for a speedy recovery. The Clerk to write to this effect. The position to be advertised in the normal way and publicised on the

noticeboard, the website and various other sites in the village.

- (b) Letter from the Clerk re: resignation. This was received. Cllrs Tulloch, Crosby, Norman and Townsend to examine the position and to report back to F&GP next week.
- (c) Letter of thanks from Yvonne Chamberlain regarding the wild flowers was noted
- (d) Letter of thanks from P.Saunders re: regarding the grant to the library was noted.
- (e) Letter from SCDC re: naming of the road off the Moor was noted.
- (f) Letter from the Internal Auditor re: Terms and Conditions and scope of the audit were questioned by councillors, especially with regard to clause 1.7: the Clerk to seek clarification.
- (g) Letter from the External Auditor re: Annual Return was noted.
- (h) Letter from Melbourn Primary School re: request for grant. MPC will be asked to fill in a grant application form to be submitted to the parish council.
- (i) Letter from Balfour Beatty re: upcoming work in Portway was noted.

ACTION: The Clerk

PC137/15 To receive any comments or questions on the following meetings: Planning 2nd November, Cemeteries 9th November, Conservation 9th November.

No comments or questions.

PC138/15 To accept notices and matters for the next agenda
Nothing

The Chairman closed the meeting at 9.22 p.m.

ADDENDUM

Maureen and Les Brierley expressed their dismay as to what happened on the banks of the River Mel (see Appendix 4) but expressed appreciation for the mitigating work to be carried out at the expense of the parish council and with input from the River Mel Restoration Group. They welcomed the idea of a specific map outlining the areas on the river bank to be protected in future and included in any future maintenance contract.

APPENDIX 1

Financial Summary - Cashbook

Summary between 01/10/15 and 23/11/15 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
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Loan Received - Long Term Accounts

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

Balances at start of period

Ordinary Accounts

Business Account	£391,271.16
Current Account	£967.13
Martin's Charity	£221.52
MAYD	£9,005.56
Melbourn Community Hub	£84,982.40
Petty Cash	£58.50
S.106	£113,197.44
Sinking Fund	£9,994.50

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
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Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£234,917.87

RECEIPTS	Net	Vat	Gross
Conservation	£367.00	£0.00	£367.00
Play & Rec	£1,155.00	£0.00	£1,155.00
F&GP	£470.00	£0.00	£470.00
Total Receipts	£1,992.00	£0.00	£1,992.00
PAYMENTS	Net	Vat	Gross
Conservation	£2,503.65	£497.06	£3,000.71
Cemeteries	£344.99	£13.33	£358.32
Play & Rec	£6,695.84	£358.14	£7,053.98
F&GP	£26,721.15	£751.51	£27,472.66
Planning	£3,303.00	£4,669.24	£7,972.24
Highways	£55.00	£11.00	£66.00
Total Payments	£39,623.63	£6,300.28	£45,923.91

Business Account	£341,830.16
Current Account	£50,661.23
Martin's Charity	£221.52
MAYD	£9,005.56
Melbourn Community Hub	£39,982.40
Petty Cash	£151.65
S.106	£112,130.44
Sinking Fund	£9,989.00

Loan Received Accounts

Public Works Loan Board loan	-£642,821.74
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Loan Received - Long Term Accounts

Public Works Loan Board loan 2	-£200,000.00
Total	-£278,849.78

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
392	BACS	£45,026.16	£7,504.36	£37,521.80 26/10/15	Interserve Construction Ltd - 2nd Interim payment	£45,026.16
412	p.318	£19.20	£0.00	£19.20 09/11/15	K. Rudge - keys for pavilion	£19.20
413	p.317	£2.87	£0.00	£2.87 09/11/15	K. Rudge - Grass seed	£2.87
414	BACS	£2,000.00	£0.00	£2,000.00 09/11/15	Melbourn Neighbourhood Plan Steering Group - Budget for Neighbourhood Plan	£2,000.00
415	BACS	£22.80	£3.80	£19.00 09/11/15	ESPO - High Vis jacket	£22.80
416	104354	£10.00	£0.00	£10.00 09/11/15	CAPS - Deduction from wages	£10.00
417	Direct Debit	£91.56	£4.36	£87.20 09/11/15	e.On - Elec charges for pavilion	£110.78
418	Direct debit	£10.52	£0.50	£10.02 09/11/15	e.On - Elec charges for ORC	£110.78
419	Visa	£54.00	£0.00	£54.00 10/11/15	Peter Horley - Stamps	£54.00
420	BACS	£588.63	£0.00	£588.63 10/11/15	Cambridgeshire County Council - Highways payment for moving bus stop	£588.63
421	Cheque 104353	£500.00	£0.00	£500.00 10/11/15	A Chain of Wild Flowers - Donation	£500.00
422	BACS	£2,715.60	£452.60	£2,263.00 11/11/15	Sweett (UK) Ltd - Contract administration services	£2,715.60
423	104355	£2,692.88	£0.00	£2,692.88 11/11/15	Melbourn Primary School - reimbursement for lifting of planning conditions	£2,692.88
424	BACS	£360.00	£60.00	£300.00 11/11/15	Hacker Young - Payment for Internal audit	£360.00
425	104356	£180.00	£0.00	£180.00 11/11/15	Beactive Melbourn Ltd - Youth club payment for pavilion	£180.00
426	BACS	£120.00	£0.00	£120.00 11/11/15	Melbourn Community Hub Management Group - Room hire for war memorial, car park, cemeteries, MFC	£120.00
427	p.316	£30.00	£0.00	£30.00 11/11/15	River Mel Restoration Group - Pavilion hire x 3	£30.00
428	p.315	£5.00	£0.00	£5.00 11/11/15	K. Rudge - unleaded fuel	£5.00
429	Direct Debit	£8.70	£0.41	£8.29 11/11/15	e.On - Elec chargers for ORG	£110.78
430	BACS	£256.01	£42.67	£213.34 11/11/15	Herts And Cambs Ground Maintenance Limited - Maintenance of 5 areas	£5,790.41
431	BACS	£1,400.40	£233.40	£1,167.00 11/11/15	Herts And Cambs Ground Maintenance Limited - cemetery maintenance contract	£5,790.41
432	104357	£50.00	£0.00	£50.00 11/11/15	CAPALC - Annual Clerks' Catch Up Day	£50.00
433	p319	£0.76	£0.00	£0.76 11/11/15	Peter Horley - Postage	£0.76
434	BACS	£486.70	£0.00	£486.70 16/11/15	Bridget Smith - project management & fundraising	£486.70
435	BACS	£3,426.00	£571.00	£2,855.00 16/11/15	MS Group Ltd - War Memorial refurbishment	£3,426.00
449	BACS	£936.00	£156.00	£780.00 17/11/15	Herts And Cambs Ground Maintenance Limited - Bulbs & planting	£5,790.41
450	BACS	£360.00	£60.00	£300.00 17/11/15	Herts And Cambs Ground Maintenance Limited - Cut top	£5,790.41

						& outside of hedge	
451	BACS	£192.00	£32.00	£160.00	17/11/15	Herts And Cambs Ground Maintenance Limited - Clear large volumes of leaves in church yard and remove	£5,790.41
452	BACS	£126.00	£21.00	£105.00	17/11/15	Herts And Cambs Ground Maintenance Limited - Mark ORG	£5,790.41
453	BACS	£108.00	£18.00	£90.00	17/11/15	Herts And Cambs Ground Maintenance Limited - Slit NRG & ORG	£5,790.41
454	Direct Debit	£223.94	£0.00	£223.94	23/11/15	Cambridge Water Company - Water charges for allotments	£223.94
455	104358	£60.28	£0.00	£60.28	23/11/15	Mike Linnette - Expenses for car park refurbishment BT conduit bends and travel and telephone	£60.28
456	P320	£1.44	£0.00	£1.44	23/11/15	K. Rudge - Gutter fixings for pavilion	£1.44
457	BACS	£2,040.00	£340.00	£1,700.00	23/11/15	Herts And Cambs Ground Maintenance Limited - Recreation ground work,	£5,790.41
458	BACS	£78.00	£13.00	£65.00	23/11/15	Herts And Cambs Ground Maintenance Limited - Mark 2 pitches on rec	£5,790.41
459	BACS	£48.00	£8.00	£40.00	23/11/15	Herts And Cambs Ground Maintenance Limited - Line marking old rec	£5,790.41
460	BACS	£156.00	£26.00	£130.00	23/11/15	Herts And Cambs Ground Maintenance Limited - cutting of old and new rec	£5,790.41
461	BACS	£90.00	£15.00	£75.00	23/11/15	Herts And Cambs Ground Maintenance Limited - Spray sites around village as agreed with Sarah	£5,790.41
462	104359	£17.00	£0.00	£17.00	23/11/15	Mike Swann - Remembrance Day Wreath	£17.00
463	BACS	£86.40	£14.40	£72.00	23/11/15	Red Graphic - Chairman Reception Invites	£86.40
464	BACS	£47.52	£7.92	£39.60	23/11/15	Stationery Cupboard - Office Supplies	£47.52
465	BACS	£171.53	£28.59	£142.94	23/11/15	V.b. Trophies - Awards for Chairmans Reception	£171.53
466 -472 + 475 Wages, salaries and Tax & NI: £5800.58							
473	104360	£44.43	£0.00	£44.43	23/11/15	Jose Hales - Celebrating Ages reimbursement of expenses	£231.43
474	104360	£187.00	£0.00	£187.00	23/11/15	Jose Hales - Planning Committee & attendance of the MFC Team - Printing	£231.43
476	p.321	£15.99	£0.00	£15.99	23/11/15	K. Rudge - diesel for van	£15.99
Total		£70,847.70	£9,613.01	£61,234.69			

APPENDIX 3

Melbourn Community Hub Management Group

Report to Melbourn Parish Council

23 November 2015

Since our last report the new Hub Centre Manager, Ray Fleming, has settled down extremely well and is bringing some very welcome ideas to the day to day running of the Hub. This includes staff meetings and appraisals plus concentrating on generally raising the profile of the Hub. New concepts for community uses within the Hub are among the focus points for a plan taking the Hub forward.

The Hub has also taken on an apprentice, Harrison Taylforth-Knights. This is a scheme organised and overseen by Cambridge Regional College, with occasional visits from a college representative. He will be learning the various tasks needed to run the Hub and act as an assistant to the Centre Manager during the training process. This is so far proving a very successful partnership.

Events & Marketing

On 31 October a Halloween disco was held for children and made a profit of £160. All available tickets were sold and it was very well received by all those who attended.

A Macmillan Coffee Morning held on Friday 25 September, raised £368 for this worthwhile cause. Almost surprisingly, although such an excellent contribution was achieved for the charity, it seemed to have little or no effect on the takings in the café for the day.

The Hub website is currently being updated with photos of all the rooms available for hire, and will prove a good marketing vehicle for the facilities once complete. Similar images will also be posted on social media sites to raise the Hub profile.

An A5 leaflet is being produced and distributed to local companies and organisations, to showcase the facilities and packages the Hub has to offer.

Similarly, a community orientated flyer will also be produced for the New Year.

A Volunteer Evening was held on 2 September to show our appreciation of all the help that the volunteers give in running the Hub. A Christmas meal is also planned for 2 December as a festive thank you to the volunteers. Whilst the Hub has practically a full complement of helpers, a campaign to recruit new volunteers will be initiated in the New Year.

Directors

Recently a Director of the Melbourn Community Hub Management Group had to resign. Unfortunately, Tamsin Eastwood has been appointed as a trustee for a client. This will involve a lot of travelling to the north of the country. She felt she could not, therefore, dedicate the time needed to be an active director on the Board. However, she has offered to help in the future offered to giving any legal advice if needed. Another Director has now joined the Group, Lee Dawson, who offers extensive expertise in strategic and business operations.

Finance

Attached to this document is a report from Finance Director, Jonathan Berks. It shows that the café takings are maintaining a consistently higher level than during the late spring early summer period. A price review is planned shortly so any adjustments can be expedited at the start of the New Year.

Some food suppliers have also been changed to achieve cost savings, but a close eye kept on maintaining quality.

Room hire continues to remain consistent and even shows signs of increase. With an updated web site and continued avenues of publicity we are confident it will gradually increase further during the next few months.

There is now a regular lunch club of local residents that come to the Hub once a

month. The numbers have grown steadily and have now reached around 20. This provides a good boost to café revenue and is very much in accordance with the aims of the Hub as a community project. Much thanks go to the staff and volunteers who work hard serving so many people simultaneously in a short space of time.

IT service contract

We will officially change the Hub IT Service Contract on 28 November. A local company, Saker Computers, will be providing support for all the computers and servers at the Hub. This will make a cost saving of around £200 a month.

Health & Safety

The H & S system is being consistently updated and now regular checks on fire alarm procedure carried out on a weekly basis. Paula Santomauro has used both Skype and actual meetings to go through various procedures with Ray Fleming. There is still more work to do updating the dropbox information tables, but eventually when it is all done and kept up to date we should have a comprehensive H & S program in place. Health and Safety procedure and policy is, however, always a live continuously updated document.

Melbourn Community Hub Management Group

Finance Directors Report

November 2015

As I forecast last month, the figures for September show an extremely satisfactory position, and the figure of a deficit of expenditure over income of only £500 is better than expected. However, I have to note that for various reasons the catering staff costs were low in September, and there was an increase of £600 in these costs in October.

In round figures, the monthly expenditure for the Hub is approximately £10,500 which can be broken down as follows:

Cafeteria £6,400

Administration £2,800

Premises £1,300

Administration costs include the salaries for the Centre Manager and his staff, and items such as IT support, bank charges and post and stationery. Premises costs include the utilities, buildings and equipment maintenance, and cleaning.

The café receipts in the past two months have been just over £7,000 per month, and the rent from the Parish council £1,000, which means that we need income from other rental sources of £2,000 - £2,500 to break even, and at the present time we are receiving approximately £1,000 per month. This is in line with my previous forecasts of a deficit of approximately £1,000 per month. The availability of the various rooms for hire is being actively promoted at the present time.

Jonathan Berks

Finance Director

19 November 2015.

August and September 2015

	August	September
	£	£
Income		
Café takings	5,684	7,024
Room rental		
Parish council	1,025	1,025
Commercial	443	1,206
	1,468	2,231
Total income	7,152	9,255
Expenditure		
<u>Café</u>		
Purchases	3,764	2,649
Other kitchen costs	96	40
Catering staff costs	3,581	2,746
Laundry	198	192
	7,639	5,627
<u>Administration</u>		
Centre manager costs	1,880	1,949
Telephone	310	314
IT contract	372	372
Post and stationery	210	
Streamline and till rental	116	116
Secretarial	40	
Recruitment costs		
Sundry expenses		21
	2,928	2,772
<u>Premises</u>		
Electricity	377	377
Gas	109	109
Maintenance	234	870
	720	1,356
Total expenditure	11,287	9,755
Suplus/deficit income / expenditure	-4,135	-500
Balance		
Total grants received	113,559	113,559
less deficit to 30 September 2014	-50,240	-50,240
less accumulated deficit for year	-37,229	-37,729
	26,090	25,590
Represented by		
Cash at bank	30,708	28,663
Prepayment	825	825
Fixed assets	7,143	7,170
	38,676	36,658
less		
Barclaycard balance	-583	-773
Deferred income	-6,150	-5,125
Creditors	-5,853	-5,170
	26,090	25,590

APPENDIX 4

RIVER MEL RESTORATION GROUP REPORT ON ADVERSE CUTTING AND CLEARANCE OF RIVER BANK ALONG NEW RECREATION GROUND.

On 17th November 2015 it was noticed by Les and Maureen Brierley that the vegetation along the river bank from the edge of the recreation ground, behind the youth shelter, to the beginning of the woodland path had been severely cut back not only to the edge of the river but onto the revetments in the river. This in spite of the Parish Council's agreement to ensure a six (6) foot buffer zone between the edge of the river bank and the recreational ground.

The cutting of the vegetation has destroyed habitat for the water voles which were just returning to live in this area, destroyed cover for the trout which could be regularly seen in this area using the cover provided by a fallen tree and the bank vegetation. This is now completely open and leaves no cover for any wildlife, the fish in particular being exposed for the heron and other predators. It has removed cover and essential winter food for water voles and seeded plants for birds to forage in the winter.

The reeds which were planted along the edge of the riverbank and on the revetments have been cut to ground level and will take a long time to regenerate if at all. The reeds were carefully sourced to ensure they were native to the area and not unintentionally bringing in invasive species. They are a source of food for water voles and also provide cover as runs can be found among the reeds made by water voles to help them keep safe from predators.

The regrowth of the vegetation which will occur will be predominantly thistle and nettle and not the diversity which the group were aiming for and for which the public have requested from us.

Areas are now exposed which will encourage people and dogs to access the river along the whole of this stretch. The RMRG acknowledge the need to share the river and its environs with the public and recognise the good work dog walkers do in the collection of litter and assisting in keeping mink away from our river. However, constant access by dogs into the river erodes the river bank. For this purpose it was ideal for the buffer zone to be in place and just have a few areas where the bank has been re-inforced by the work of the volunteers for dogs to access the river. Such work was carried out recently by our volunteers beside the access point. This is a popular area for dogs and people to access the river. However, due to a tree needing to be removed a larger stretch of the river bank had been exposed. This was starting to erode due to dogs so the bank was re-inforced by logs and then a dead hedge put in place to prevent dogs entering at this point. All this work is now undone due to the clearance as the area next to the dead hedge is now exposed and dogs will be able to go around the dead hedge.

It has taken three years for this area to recover from its previous excessive cutting and strimming. During this time the RMRG volunteers have worked tirelessly to bring this part of the river bank back to providing essential habitat for the wildlife. Resources supplied through Parish Council funding has been used to assist this work and all this has now been destroyed in most probably a matter of minutes.

This is a disheartening and demotivating incident. From a personal point of view it makes one want to just give up and let whatever happens, happens. However, due to a passion for the river and the wildlife we ask the Parish

Council to give thought as to how this can be prevented in the future. We would also like the Parish Council to consider our ideas for mitigation of this dreadful incident.

Mitigation steps:

- **The willow by the picnic table on the bend of the river just past the access point needs pollarding. The willow is leaning out over the river and it will soon fall down if not pollarded. This could be done without cost by the contractor responsible for the devastation of the river bank. We request that if this is agreed to a RMRG representative is present to ensure the correct willow is pollarded.**
- **Provision of suitable shrubs such as Guelder rose which would be planted by RMRG representatives.**
- **Purchase of wildflower seeds such as ladys smock from Emorgate seeds which the RMRG would sow as appropriate along this stretch.**

Les and Maureen Brierley, River Mel Restoration Group.

November 2015