

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Conservation Committee held on Monday, 18<sup>th</sup> January 2016 in the upstairs meeting room of the Melbourn Community Hub commencing at 8.30pm.**

**Present: Cllrs. R.Gatward (Chair), M. Townsend, U.Cleminson, B Tulloch, M Sherwen**

**In attendance: The Clerk**

**CON51/15 Apologies for Absence:**

Cllr Hales for work reason; Crosby for health reasons and Bloomfield for personal reasons.

**CON52/15 Declarations of Interest:**

None

**CON53/15 Minutes of the meeting held on Monday, 9<sup>th</sup> November 2015:**

It was proposed by Cllr. Townsend seconded by Cllr. Cleminson and agreed that the minutes of the meeting held on 9<sup>th</sup> November 2015 be signed as a true record.

**CON54/15 Report on the Meeting held on 9<sup>th</sup> November 2015**

CON43/15 Issues were raised about the war memorial The Clerk to confirm with the War Memorial company details about lettering and sealant. **ACTION: The Clerk**

CON45/15 The Pathway at Stockbridge Meadows has been cleared. The artwork still needs to be moved to the edge. **ACTION: The Clerk to arrange with Herts Grounds Maintenance.**

Hedging on New Road is ongoing and near completion.

**CON55/15 Income and Expenditure:**

The committee received the Clerk's Report. (See Appendix 1)  
There was one item on expenditure for watering New Road Cemetery on 29/7/15 £168. This should be moved to Cemeteries Cost Centre.

**IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY TOWNSEND THAT THE INCOME & EXPENDITURE REPORT BE RECEIVED. This was CARRIED.**

**CON56/15 Update on Stockbridge Meadows:**

Nothing to report.

**CON57/15 Grass Cutting Contract**

The Clerk showed the committee the existing contract which expires in March 2017. Grounds Maintenance Contract will expire in March 2016.

**CON58/15 Insurance Claims**

The Clerk gave an update about the most recent insurance Claims. The Clerk has organised for the Ranger and Litterpicker to carry out new weekly inspection reports on building's/open space and equipment.

Discussion was had about building a new pathway next to the Recreation Ground access road, to give the public another right of way. **ACTION: The Clerk to ask Ashton Renovation to quote for this work.**

**CON59/15 Report from the Ranger:**

In the absence of the Ranger, The Clerk reported fruit trees have been ordered for Millennium Copse. Ongoing maintenance by the Ranger in Stockbridge Meadows.

**CON60/15 Village Allotments:**

The Clerk reported there were 6 available plots. All money for the new tenancies had been received.

**CON61/15 Correspondence**

An email from SSAFA (Soldiers, Sailors and Air Force Association) offering assistance of maintaining 83 High Street. This is still under discussion. Cllr Gatward had confirmed other people had shown an interest. **ACTION: Cllr Gatward to place an article in the Melbourn Magazine** and the item is to be discussed on the next agenda.

**CON50/15 To accept items and matter for the next agenda.**

(a) 83 High Street Garden

The Chairman closed the meeting at 8.58 p.m.

## APPENDIX 1

# Received Income Transactions

between 01/04/15 and 18/01/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Cheque payment	29/04/15	10	£50.00	£0.00	£50.00	CON	Miscellaneous	Allotment rents 100
Cr	29/05/15	22	£37,422.67	£0.00	£37,422.67	CON	Light Source	Energy repay 120
Cr	01/09/15	59	£1,594.69	£0.00	£1,594.69	CON	Cambridge County Council	Grass cutting 110
Cheque 396388	29/09/15	44	£674.24	£0.00	£674.24	CON	Beechwood Residents Association	Money left after the transfer. 120
Cheque 002854	27/10/15	61	£15.00	£0.00	£15.00	CON	A. Mellor	Allotment rent Plot 6 100
Cheque 005933	27/10/15	62	£19.00	£0.00	£19.00	CON	J. Stevens	Allotment rent 8B 100
Cheque 100865	27/10/15	63	£42.00	£0.00	£42.00	CON	J. Gibson	Allotment rent 2A & 3A 100
Cheque 001903	27/10/15	64	£22.00	£0.00	£22.00	CON	D.J. Elliott	Allotment rent 13B 100
Cheque 100748	27/10/15	65	£42.00	£0.00	£42.00	CON	D.Sell	Allotment rent 30A & 31A 100
Cheque 005018	27/10/15	66	£42.00	£0.00	£42.00	CON	R. Manley	Allotment rent 40 A&B 100
Cheque 201703	27/10/15	67	£21.00	£0.00	£21.00	CON	Neil Smith	Allotment rent 43B 100
Cash	27/10/15	68	£20.00	£0.00	£20.00	CON	A. Smith	Allotment rent 17A 100
Cheque 102523	27/10/15	69	£41.00	£0.00	£41.00	CON	J White	Allotment rent 6B & 7B 100
Cheque 100344	27/10/15	70	£40.00	£0.00	£40.00	CON	T. Warburton	Allotment rent 7A & 8A 100
Cash	27/10/15	71	£63.00	£0.00	£63.00	CON	Helen Wedd	Allotment rent 44A, 45A, 46A 100
Cheque 000739	24/11/15	73	£22.00	£0.00	£22.00	CON	S. Pettit	Allotment rent 25B 100
Cheque 000992	24/11/15	74	£21.00	£0.00	£21.00	CON	M.S. Congreve	Allotment rent 39B 100
Cheque 103919	24/11/15	75	£42.00	£0.00	£42.00	CON	D. Jeffrey	Allotment rent 18 A&B 100
Cheque 000011	24/11/15	76	£19.00	£0.00	£19.00	CON	D Barker	Allotment rent 15B 100
Cheque 102368	24/11/15	77	£22.00	£0.00	£22.00	CON	G. Godward	Allotment rent 27A 100

Cheque 000353 24/11/15	78	£21.00	£0.00	£21.00	CON	T Moffat-griffin	Allotment rent 28B	100
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## Received Income Transactions between 01/04/15 and 18/01/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Cheque 101284	24/11/15	79	£21.00	£0.00	£21.00	CON	D. Tokley	Allotment rent 10A 100
Cheque 103964	24/11/15	80	£15.00	£0.00	£15.00	CON	D. Smith	Allotment rent 2 100
Cheque 100546	24/11/15	81	£42.00	£0.00	£42.00	CON	C. Baker	Allotment rent 41 A&B 100
Cheque 102513	24/11/15	82	£33.00	£0.00	£33.00	CON	S. Cane	Allotment rent 4B & 39A/2 100
Cheque 100181	24/11/15	83	£33.00	£0.00	£33.00	CON	A. Cooke	Allotment rent 21 & 22B 100
Cash	24/11/15	84	£40.00	£0.00	£40.00	CON	A. Plumb	Allotment rent 37A & 38A 100
Cheque 000025	24/11/15	85	£21.00	£0.00	£21.00	CON	B.Bowers	Allotment rent 2B 100
Cheque 100933	24/11/15	86	£21.00	£0.00	£21.00	CON	Gordon Rogers	Allotment rent 6A 100
Cash	24/11/15	89	£22.00	£0.00	£22.00	CON	Hannah Tripe	Allotment rent 20A 100
Cash	24/11/15	90	£22.00	£0.00	£22.00	CON	M.Wray	Allotment rent 26B 100
Cheque 000646	24/11/15	91	£21.00	£0.00	£21.00	CON	R. Foulger	Allotment rent 10B 100
Cheque 100377	24/11/15	92	£42.00	£0.00	£42.00	CON	G.Handscombe	Allotment rent 20B & 19b 100
Cheque 396670	24/11/15	93	£1,344.50	£0.00	£1,344.50	CON	Carol Pullen	Payment for memorial seat 120
Cash	24/11/15	94	£22.00	£0.00	£22.00	CON	B. Huett	Allotment rent 26A 100
Cheque 000203	24/11/15	95	£21.00	£0.00	£21.00	CON	Arthur Iddles	Allotment rent 28A 100
Cash	24/11/15	96	£11.00	£0.00	£11.00	CON	Rachel Hardy	Allotment rent 34Halfplot 100
Cash	24/11/15	97	£21.00	£0.00	£21.00	CON	D.Brunsdon	Allotment rent 42B 100
Cash	24/11/15	98	£21.00	£0.00	£21.00	CON	C. Peacock	Allotment rent 42A 100
Cheque 100601	24/11/15	99	£22.00	£0.00	£22.00	CON	L. Anderson	Allotment rent 4A 100
Cash	24/11/15	100	£50.00	£0.00	£50.00	CON	A. Bidnell	Allotment rent 1A & 1B 100
Cheque 100418	24/11/15	101	£11.00	£0.00	£11.00	CON	Debbie Troy	Allotment rent 34Bhalfplot 100
Cheque 101600	24/11/15	102	£22.00	£0.00	£22.00	CON	C Law	Allotment rent 27B 100

Cash	24/11/15	103	£63.00	£0.00	£63.00	CON	C. Housden	Allotment rent 32A & B, 33B	100
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## Received Income Transactions between 01/04/15 and 18/01/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
Cash	24/11/15	104	£15.00	£0.00	£15.00	CON	D. Jaques	Allotment rent 4 100
Cheque 101935	24/11/15	106	£15.00	£0.00	£15.00	CON	G. Squires	Allotment rent for 2015/2016 Plot 1 100
Cash	24/11/15	107	£21.00	£0.00	£21.00	CON	N. Clark	Allotment rent 43A 100
Cheque 100077	24/11/15	120	£22.00	£0.00	£22.00	CON	Ross Holdgate	Allotment rent 13A 100
Cash	23/12/15	109	£21.00	£0.00	£21.00	CON	B Diville	Allotment rent plot 38A 100
Cheque 002287	23/12/15	110	£19.00	£0.00	£19.00	CON	T.Moules	Allotment rent plot 5B 100
Cheque 000088	23/12/15	111	£15.00	£0.00	£15.00	CON	Richard Arnott	Allotment rent 5 100
Cheque 101208	23/12/15	112	£20.00	£0.00	£20.00	CON	J.Oram	Allotment rent 14A 100
Cash	23/12/15	113	£19.00	£0.00	£19.00	CON	Tim Cottage	Allotment rent 15A 100
Cheque 100003	23/12/15	114	£42.00	£0.00	£42.00	CON	W. Knight	Allotment rent 33A & 34A 100
Cash	23/12/15	115	£42.00	£0.00	£42.00	CON	Laura MacDougall	Allotment rent 30B & 31B 100
Cheque 100205	23/12/15	117	£21.00	£0.00	£21.00	CON	S Hatcher	Allotment rent 11B 100
Cheque 100035	23/12/15	118	£20.00	£0.00	£20.00	CON	Amy Reed	Allotment rent 17B 100
Cash	23/12/15	122	£19.00	£0.00	£19.00	CON	J. Willmott	Allotment Rent for 12B 100
Cash	23/12/15	123	£15.00	£0.00	£15.00	CON	Sarah Isle	Allotment Rent for 7 100
Cheque 000159	23/12/15	124	£22.00	£0.00	£22.00	CON	S. Fuller	Allotment Rent 21A 100
Cheque 000801	23/12/15	126	£40.00	£0.00	£40.00	CON	C.Chamberlain	Allotment Rent 36A and 36B 100
CASH	23/12/15	127	£21.00	£0.00	£21.00	CON	W. Knight	Allotment rent for 35A 100
<b>Total</b>			£42,606.10	£0.00	£42,606.10			

# Paid Expenditure Transactions

between 01/04/15 and 18/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	29/04/15	8	£20.00	£0.00	£20.00	CON	Barbara MacKellar	83, High Street 1300
BACS	29/04/15	12	£675.00	£0.00	£675.00	CON	Shire Tree Surgery	Thatcher Stanfords Close reduction of Lleylandii 1000
BACS	29/04/15	22	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Monthly maintenance 106 1400
BACS	29/04/15	31	£84.00	£14.00	£70.00	CON	Herts And Cambs Ground Maintenance Limited	Water new hedge in Worcester Way 1300
BACS	29/04/15	32	£2,160.00	£360.00	£1,800.00	CON	Herts And Cambs Ground Maintenance Limited	Construct 6 concrete bases & fit benches 1300
BACS	28/05/15	65	£24.00	£0.00	£24.00	CON	Barbara MacKellar	83, High Street 1300
BACS	28/05/15	76	£720.00	£120.00	£600.00	CON	Herts And Cambs Ground Maintenance Limited	concrete bases and benches 1100
BACS	28/05/15	77	£504.00	£84.00	£420.00	CON	Herts And Cambs Ground Maintenance Limited	Extensions to bases, remove benches & fit picnic benches 1100
BACS	03/06/15	194	£500.00	£0.00	£500.00	CON	Melbourn Water Aid	Melbourn Water Aid 1000
BACS	23/06/15	57	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	S106 areas 1400
Direct Debit	23/06/15	70	£135.60	£0.00	£135.60	CON	Cambridge Water Company	Charges for the Moor Allotments 1000
Direct Debit	23/06/15	71	£15.67	£0.00	£15.67	CON	Cambridge Water Company	Charges Grays Allotments 1000
Direct Debit	23/06/15	130	£22.18	£1.06	£21.12	CON	e.on	Elec charges for ORG 1300
BACS	23/06/15	134	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
BACS	23/06/15	138	£276.00	£46.00	£230.00	CON	Herts And Cambs Ground Maintenance Limited	allotments x 2 1000
BACS	23/06/15	157	£84.00	£14.00	£70.00	CON	Herts And Cambs Ground Maintenance Limited	Water hedge in Worcester Way 1300
BACS	29/07/15	172	£252.00	£42.00	£210.00	CON	Herts And Cambs Ground Maintenance Limited	Clear allotment 6A 1000
BACS	29/07/15	173	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Watering New Road Cemetery & Worcester Way 1300
BACS	29/07/15	184	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
BACS	29/07/15	202	£492.00	£82.00	£410.00	CON	Herts And Cambs Ground Maintenance Limited	cut back of open spaces to enable regular maintenance 1300
Direct Debit	29/07/15	203	£17.47	£0.83	£16.64	CON	e.on	elec charges for ORG 1100
BACS	29/07/15	209	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	S106 Maintenance 1400
104334	29/07/15	211	£208.18	£0.00	£208.18	CON	John Travis	Peat, compost and plants 1100
BACS	26/08/15	234	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in April: inners and verges 1200

# Paid Expenditure Transactions

between 01/04/15 and 18/01/16

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Cttee	Details	Heading
BACS	26/08/15	235	£336.00	£56.00	£280.00	CON	MD Landscapes	Work carried out in May: inners 1200
BACS	26/08/15	236	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in June: inners and 1200
BACS	26/08/15	237	£648.00	£108.00	£540.00	CON	MD Landscapes	Work carried out in July: inners, verges 1200
BACS	26/08/15	239	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	five areas of the village 1400
BACS	26/08/15	246	£30.00	£0.00	£30.00	CON	Barbara MacKellar	83, High Street 1300
104343	21/09/15	322	£224.54	£0.00	£224.54	CON	St George's Allotment Assoc	Skip payment 1000
BACS	30/09/15	289	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
BACS	30/09/15	291	£456.00	£76.00	£380.00	CON	Herts And Cambs Ground Maintenance Limited	Perimeter of ORG and remove debris 1100
BACS	30/09/15	294	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	S106 contract 1400
Direct Debit	30/09/15	301	£7.62	£0.36	£7.26	CON	e.On	Elec charges for ORG 1100
BACS	30/09/15	331	£72.00	£12.00	£60.00	CON	Herts And Cambs Ground Maintenance Limited	Flail overgrown areas 1300
Direct Debit	28/10/15	344	£3.31	£0.16	£3.15	CON	e.On	Elec Charges for Old Rec Ground 1300
BACS	28/10/15	356	£384.00	£64.00	£320.00	CON	Herts And Cambs Ground Maintenance Limited	Reduce hedge open space in Beechwood Avenue 1100
BACS	28/10/15	358	£16.00	£0.00	£16.00	CON	Barbara MacKellar	83, High Street 1300
BACS	28/10/15	383	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Clear spray rotavate allotment 34B 07/10/15 1000
BACS	28/10/15	403	£1,613.40	£268.90	£1,344.50	CON	Harry Stebbing Workshop	memorial seat + delivery 1300
BACS	28/10/15	408	£816.00	£136.00	£680.00	CON	Herts And Cambs Ground Maintenance Limited	Hedge cutting on Cambridge Road & London Road 1100
BACS	25/11/15	430	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Maintenance of 5 areas 1400
BACS	25/11/15	435	£3,426.00	£571.00	£2,855.00	CON	MS Group Ltd	War Memorial refurbishment 1100
BACS	25/11/15	449	£936.00	£156.00	£780.00	CON	Herts And Cambs Ground Maintenance Limited	Bulbs & planting 1100
BACS	25/11/15	450	£360.00	£60.00	£300.00	CON	Herts And Cambs Ground Maintenance Limited	Cut top & outside of hedge 1100
BACS	25/11/15	461	£90.00	£15.00	£75.00	CON	Herts And Cambs Ground Maintenance Limited	Spray sites around village as agreed with Sarah 1100
Direct Debit	07/12/15	493	£41.20	£0.00	£41.20	CON	Cambridge Water Company	Charges for allotments to the rear of 39-45 The Moor 1000
BACS	23/12/15	497	£168.00	£28.00	£140.00	CON	Herts And Cambs Ground Maintenance Limited	Clear and remove large volumes of ivy 1100

**Paid Expenditure Transactions**

between 01/04/15 and 18/01/16

**Start of year 01/04/15**

<b>Cheque</b>	<b>Paid date</b>	<b>Tn no</b>	<b>Gross</b>	<b>Vat</b>	<b>Net</b>	<b>Cttee</b>	<b>Details</b>		<b>Heading</b>
BACS	23/12/15	498	£384.00	£64.00	£320.00	CON	Herts And Cambs Ground Maintenance Limited	Construct concrete base & fit memorial bench	1300
BACS	23/12/15	499	£252.00	£42.00	£210.00	CON	Herts And Cambs Ground Maintenance Limited	Cutting hedges in Worcester Way	1300
BACS	23/12/15	500	£256.01	£42.67	£213.34	CON	Herts And Cambs Ground Maintenance Limited	Monthly maintenance of S106 areas	1400
Direct Debit	23/12/15	512	£8.44	£0.40	£8.04	CON	e.on	Elec charges for ORG	1100
BACS	23/12/15	532	£4,080.00	£680.00	£3,400.00	CON	Herts And Cambs Ground Maintenance Limited	reduce hedges on allotments	1000
BACS	23/12/15	533	£5,280.00	£880.00	£4,400.00	CON	Herts And Cambs Ground Maintenance Limited	Supply and plant hedges in New Road	1100
BACS	23/12/15	535	£72.00	£12.00	£60.00	CON	Herts And Cambs Ground Maintenance Limited	Cut paths at Stockbridge Meadows	1300
BACS	23/12/15	537	£2,016.00	£336.00	£1,680.00	CON	Herts And Cambs Ground Maintenance Limited	Plant hedge in Vicarage Close	1100
<b>Total</b>			£31,382.68	£4,900.40	£26,482.28				