

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 13th March 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Cross, Gatward, Hales, Hart, Regan, Sherwen and Travis.

In attendance: The Clerk, District Cllr Barrett, and approximately 10 members of the public.

PC356/16 To receive apologies for absence

Cllr Harrington, Kilmurray, Porter, Shepherd, Siva and Stead for personal reasons

PC357/16 a) To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Sherwen non-pecuniary interest as he has a close association with them PC370/16 a) and b)

All Councillors declared a non-pecuniary interest as they all know the applicant of PC370/16 b)

Cllr Regan declared a pecuniary interest in PC386/16 as a resident of Little Lane.

- b)** To receive written requests for dispensations for disclosable pecuniary interests (if any)
There was nothing to report
- c)** To grant any requests for dispensation as appropriate
There was nothing to report

PC361/16 Presentation from Skanska – Report on a scoping study for Highways Improvements in Melbourn

Richard Bensley from Skanska gave a short presentation on a scoping study for Highways Improvements in Melbourn.

The main points from the presentation were:

- All suggestions of improvements would not exceed £10,000 in total
- There are opportunities to apply for a grant to cover the cost
- Before a public consultation will take place, work will need to be carried out to establish the extent of the problems in Melbourn. There is evidence of concern from the responses to the Council's consultation on the 199 homes development.

The Chair suspended Standing Orders:

Mr Stapleton suggested would a mini roundabout be a sensible idea to reduce the problems at the top of The Moor joining the High Street.

Mr Forbes asked if there was actually a traffic/highway problem in Melbourn. The Chair explained a survey will need to be carried out to see what is required.

Mr Baker asked if there were any budgets in place and where would the money be likely to come from. The Chair explained the point of this exercise was to find out what the Parish Council's options were, decisions will need to be made but the Council cannot apply for a grant without having discussions/consultation in the first instance.

The Chair reinstated Standing Orders.

The Chair thanked Mr Bensley for attending the meeting.

The Chair noted: Heidi Allen is encouraging her constituents to support her counter proposal on the Boundary Proposal. This information has been published on the Parish Council Website and Facebook Page if you wish to make your comments.

At 8.06pm The Chair Suspended Standing Orders

PC358/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

PC362/16 Mr Stapleton asked for clarification on how dispensation is to be given:

- a) Is it triggered by a request to council or submission of a completed form to the Parish Clerk?
- b) Does the Parish Council simply submit dispensation to council and does this approval warrant a vote by council?
- c) Can the Council ensure The Clerk will not be placed under any stress by carrying out this procedure?

PC365/16 – Mr Stapleton suggested rather than the Council paying for the landscaping at the War Memorial site the U3A Gardening Club would happily volunteer. Mr Stapleton asked is the Parish Council able to claim the VAT back from the War Memorial. The Clerk informed him, yes, this was the case.

PC345/16 Mr Forbes asked for a copy of the recording relating to agenda item PC345/16 and explained he was informed by The Clerk that a member of the public had taken the recording and not the Parish Council, therefore this would not be possible. Mr Forbes asked if the complaint against a councillor had been dealt with correctly by going through CAPALC and the Monitoring Office at SCDC. The Chair confirmed this was the case.

At 7.22pm The Chair reinstated Standing Orders

PC359/16 To approve the Minutes of the Parish Council Meeting 27th February 2017

PC349/16 Mr Alan Brett asked The Clerk for the following words to be amended in the minutes:

At the AGM Mr Brett indicated that Articles 8 and 9 of the Articles of Association (not of the Lease as the Chair incorrectly stated at the meeting) could cause difficulties owing to the integral conflict of interest and the difficulty in achieving a quorum of directors to carry on the Company's activities.

PC352/16 Cllr Travis suggested that the following line was removed:

Entrance would be the only residential entrance in Back Lane – all others are industrial

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO ACCEPT THE MINUTES WITH THE ABOVE CHANGES. CLLR SHERWEN AND GATWARD ABSTAINED AS THEY WERE NOT PRESENT AT THE LAST MEETING. ALL OTHER COUNCILLERS WERE IN FAVOUR. THIS WAS CARRIED.

PC360/16 To report back on the minutes of the Parish Council Meeting 27th February 2017

PC353/16 Correspondence with Ms Robson. The Chair stated that in her last response, there is no suggestion that money from the PWLB loan was used in the refurbishment of the Pavilion. On the contrary the documentation proves that the loan in its entirety was properly spent on the purchase of the Hub.

PC341/16 Cllr Van de Ven has asked The Chair to read out the following:

Planting wildflowers along the new Shepreth-Melbourn path:

We've received a generous grant from TTP Group at Melbourn Science Park to purchase a large quantity of specialist wildflower seed mix, for planting along the verges of the new path. This will enhance biodiversity and look nice, too.

We need a small army of volunteers to plant the seeds. Can you help? This will involve light raking of the soil and then old fashioned scattering of the wildflower seed by hand.

If so, please come along on any or all of these dates – we'll have groups working from the Shepreth and Melbourn ends of the path, working toward the middle.

Sunday March 19 or 26, Monday April 3 – all from 1:30-3:30PM.

And please bring a rake if you have one.

Cakes will be served!

If you can make it, please drop an email or text to Susan van de Ven – or just come along

The Clerk stated that there were two amendments to the approval list from February 2017. These were noted below:

- The payment for £137.50 to P J Deard, for Gas boiler service has been paid by the Hub Management Group. This has therefore been removed from Edge.
- A cheque has been written out to South Cambs Motors and not to SCDC for £191.85 as stated on the approval list. This has been amended on Edge.

PC362/16 To agree a dispensation procedure for Councillors and to resolve that the Clerk is granted the power to grant dispensations – APPENDIX A

The Chair explained about the potential problem of the Council being inquorate on matters relating to the Hub because of six Councillors also being Hub Directors and stated that the Council can overcome this by the use of a dispensation. This is the South Cambs model procedure.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR TRAVIS TO ACCEPT THE PROPOSED DISPENSATION PROCEDURE. ALL WERE IN FAVOUR.

The Chair explained that the Council needs to decide whether to delegate the responsibility to make a decision on the dispensation to the Clerk or keep it for the Full Council and highlighted that the Council may find themselves inquorate and unable to decide.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HART THAT THE COUNCIL

DELEGATES THE POWER TO GRANT DISPENSATIONS TO THE CLERK. THE POWER RESTS WITH THE RELEVANT AUTHORITY UNDER SECTION 33(1) OF THE LOCALISM ACT 2011 AND THE BASIS IS SET OUT UNDER SECTION 33(2).

PC363/16

To agree and adopt:

a) NALC Financial Regulations 2016 – APPENDIX B

The Council agreed on page 17 14.2 the value should read £250.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HALES TO ADOPT THE FINANCIAL REGULATIONS WITH THE ABOVE AMENDMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Gifts and Hospitality – APPENDIX C

IT WAS PROPOSED BY CLLR HART AND CLLR TRAVIS TO ADOPT THE GIFTS AND HOSPITALITY POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC364/16

To discuss matters arising from Victoria Heights

The Chair explained Cllrs Sherwen and Hales met with Mr Tyler to discuss (a) the relocation of the cemetery access road; and (b) the positioning of the water supply to both the cemetery and the houses.

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR HALES TO ACCEPT THE VARIATION OF THE ROUTE FOR THE REVISED ACCESS ROAD AND RELOCATION OF THE WATER SUPPLY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC365/16

To discuss a report from the War Memorial Working Party and consider funding of landscaping and replacement fencing – APPENDIX D

The Chair explained Historic England has awarded the War Memorial itself Listed Building Status at Grade II.

The working party gave an explanation about the landscaping and what this included.

The Chair explained the Kohima stone was agreed by Council in November 2016. A deposit of £1879.81 has been paid, leaving a balance of £1879.81. This includes £998 for installation by Hibbitt Masonry.

The cost of the landscaping is £4961.20 and this covers landscaping around the War Memorial and Kohima Stone.

The fencing costs £2513.75 and this covers the area around the War Memorial and Leeches.

This is a total of £9354.76 plus an additional unknown amount for preparing the ground for the stone.

The overall cost of the project would be £11,234.57. This is equivalent to 6% of this year's Precept.

The Chair reminded Councillors of Cllrs Hart comment back in November that there has not been a chance for the public to comment on whether they support the project.

The Chair brought to Council the questions raised by Mr Simmonett about the relevance of the Kohima Stone to Melbourn:

- The relevance of the Kohima Stone to the 1st World War
- Apparently no former residents from the parish were killed in India during the 2nd World War.
- Both Mr Cleminson and Mr Simmonett agree on the suitability of the inscription itself.

District Cllr Barrett read out an email from Cllr Stead:

Just been reading the email from Mr Purnell. I understood that the memorial was for all who fought in the south east Asia theatre during ww11. Although it was built as a memorial to the battles off Imphal and Kohima on the Malaya /India border, it has always been regarded as a general memorial to that theatre of war.

To answer Mr Purnell, One of the major regiments involved was the Cambridgeshire Regiment who were charged with the defence of Singapore.

When they were overrun, they were made POW and many were sent to work on the Burma/Siam railway. The Regimental Drum, and an illicit radio made by a prisoner are on display at IWM Duxford in the regimental museum there.

If it helps, Two Royal Navy battleships were sunk in that region. HMS Prince Of Wales, and HMS Repulse, along with the destroyer HMS Barham.

Royal Air Force squadrons included 453, based at Seberang, flying Brewster Buffalo fighters, and 23 and 62 squadrons, flying Bristol Blenhiems. I am sure that there were local people involved.

District Councillor Barrett stated she is also the Chairman of the British Legion and co-ordinates Remembrance Sunday. The Kohima epitaph is always read out nationwide, so it is pertinent to Melbourn. District Cllr Barrett also stated the village centre is in need of sprucing up.

Members felt there should have been a consultation and why could the Kohima epitaph words not be added to the existing memorial.

The Chair explained there is no money in the Council's budget for this or the next financial year for the landscaping and fencing.

The Working Party has suggested that this money is taken from the Community Grant fund. This means taking roughly 25% of the fund. The Chair also stated that the War Memorial has already been cleaned to mark the centenary of the 1st World War.

The Chair explained a commissioning letter was sent to Willard's but this is not binding. Willard's has said that no further payment is needed if the council decides not to go ahead.

Members questioned the fact that there has been no community input, especially when money is being considered to be spent from community funding.

Members felt people in battles need to be recognised, but could the landscaping be carried out by the Council and from sponsorship.

The Chair explained there are War Memorial Grants available.

The proposal is to go ahead with the landscaping taking £4961.20 from the Community grant fund.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR GATWARD TO GO AHEAD

WITH THE LANDSCAPING TAKING £4961.20 FROM THE COMMUNITY GRANT FUND. CLLR CROSS, HART, NORMAN, REGAN, SHERWEN AND TRAVIS WERE AGAINST. THEREFORE THE MOTION WAS NOT CARRIED.

IT WAS PROPOSED BY COUNCILLOR GATWARD TO GO AHEAD WITH THE FENCING TAKING £2513.75 FROM THE COMMUNITY GRANT FUNDING BUT THERE WAS NO SECONDER. THEREFORE THE MOTION WAS NOT CARRIED.

PC366/16 To discuss and approve Terms of Reference for future committees – APPENDIX E

a) Finance and Good Governance

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CROSS TO ACCEPT THE FINANCE AND GOOD GOVERNANCE TERMS OF REFERENCE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) HR Panel

Cllr Hart had some amendments to the circulated HR Panel Terms of Reference and therefore will be brought back to council for future discussion. **ACTION: THE CLERK**

c) Planning

The Council felt the strategic oversight of infrastructure concerns with regards to Herts and South Cambs Local Plans should not be added.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR TRAVIS TO ACCEPT THE DRAFT TERMS OF REFERENCE INCLUDING THE YELLOW HIGHLIGHTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

CLLR SHERWEN LEFT THE MEETING FOR PERSONAL REASONS

d) Cemeteries

The Chair explained Cllr Sherwen had just left the meeting. Could Cllr Sherwen clarify where GPS marking of graves and green burials appear within the list? Should they come under 8. To develop and improve the active cemetery (New Road) to ensure the original aims and future objectives are upheld. **ACTION CLERK TO ASK CLLR SHERWEN**

e) Conservation

The Chair asked Cllr Gatward to take the list and turn into proper Terms of Reference so it is clear how the demarcation between the Village Maintenance WP, the normal work plan for the Warden and the committee will work. **ACTION: CLLR GATWARD.**

PC367/16 To agree Working Party Members for 199 Homes

The Chair explained that Mr Swann mentioned at the last meeting that things seemed to be moving on the development. The Council agreed in principle to setting up a Working Party to scrutinise the details of the planning application.

The Chair suggested it could be a similar group to the old Melbourn Futures Committee which consisted of The Chair, Cllr Hales, Regan, District Cllr Barrett and Mr Swann, Conner and Maggs as members of the public.

The meetings will be open to the public so they will be advertised on Facebook as well as the website and Parish Noticeboard. The Council will use Facebook as a responsive way of keeping

people in touch with developments as they happen.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS TO ACCEPT THE ABOVE WORKING PARTY MEMBERS. ALL WERE IN FAVOUR. THIS WAS CARRIED,

The Chair explained the development will be carried out by Hopkins Homes. Mr Eburne from Hopkins Homes will attend a future meeting to talk about the plans and that that the proposal will go ahead so the Council's strategy must be to work with Hopkins Homes to get the best outcome for the village.

The Chair also stated that Cllr Hales and Regan had attended a workshop at South Cambs that morning.

PC368/16

To discuss the appeal for Town and Country Planning Act 1990 Appeal Under Section 78 at 73 High Street, Melbourn, Royston, Cambridgeshire, SG8 6AA. Conversion of the existing shop to one flat and convert the remainder of the existing house to 3 flats, creating 4 no 1 bed flats. The Appeal Start date is 14th February 2017. Written representations will need to be submitted by 21st March 2017. Mr Solanki. APP/W0530/W/17/3167199. S/0218/16/FL – APPENDIX F

Cllr Regan left the room.

The Chair explained Mr Solanki's application was discussed by the Parish Council last year and the Council expressed concerns about it. South Cambs Planning Committee subsequently refused planning permission. The reasons for the refusal are set out in the paper which was circulated.

Mr Solanki has had a request for appeal granted. Melbourn Parish Council has been invited to submit written comments to the Appeal by 21 March 2017. The Chair explained there is no change to the original application.

IT WAS AGREED BY COUNCIL FOR THE CLERK TO REPLY WITH REASON FOR REFUSAL: ACTION CLERK

- Need to retain retail amenities in the village
- No provision for affordable housing
- Traffic generation.
- Parking not adequate
- Residents comment that the client has tried for 10 years to rent out the property and there has not been much evidence of publicity for renting the property.
- Overdevelopment
- Highways Safety – relating to pedestrians and lack of pavements

Cllr Regan returned to the room

PC369/16

To receive any notifications or planning consultation documents

- a) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at 9 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. 35 Leylandi trees, fell to ground and 1 small cherry, fell 1x silver birch S/0453/17/TC. Mrs Mary Purnell. Comments from Clerk.

You will recall at last week's Parish Council Meeting the Council's response to the above

TPO was “to ask for clarification to be forwarded to Melbourn Parish Council re: Planning Application”.

Having spoken with Jay Patel of Planning New Communities, who is the Trees Assistant at SCDC and also having spoken with the householder I can now confirm there is no current Planning Application in the system.

This application was purely a discussion relating to the tree works and nothing to do with a new build. Mr Cantle from Shire Trees Ltd incorrectly completed the form by including the words “a new building plot is being revised for house”.

As Clerk I have informed the Trees Assistant to proceed with the work as they have a deadline to meet with regard to bird nesting season and their closing date for receiving comments was Friday 3rd March 2017

- b) Lawful Development Certificate for Proposed Conversion of Existing Garage at 15 Orchard Way, Melbourn, Royston, Cambridgeshire, SG8 6HT. Mr Paul Rogers. S/0696/17/LD. For information only. Was noted.
- c) Proposed brick & block cavity wall, rear extension with felted flat roof at 15 Orchard Way, Melbourn, Royston, Cambridgeshire, SG8 6HT. Mr Paul Rogers. S/0765/17/PA. For information only. Was noted
- d) Town and Country Planning Act 1990 hereby grants permission for Removal of existing Garage and replacement with a single storey extension including associated internal alterations at 97 Beechwood Avenue, Melbourn, Royston, Cambridge, SG8 6BW. Mr & Mrs Deville. Was noted
- e) Any other notifications at the time of meeting

PC370/16

To consider the following planning applications

- a) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at 2 Water Lane, Melbourn, Royston, Cambridgeshire, SG8 6AY. S/0777/17/TC. Mrs Chalk
IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR HALES TO ACCEPT THE ABOVE WORKS. ALL IN FAVOUR. THIS WAS CARRIED.
- b) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area 11 Chapel Lane, Melbourn, Royston, Cambridgeshire, SG8 6BN. S/0685/17/TC. Mr Michael Linnette
IT WAS AGREED THAT AS MR MIKE LINNETTE WAS AN FORMER COUNCILLOR AND WAS KNOWN TO MEMBERS. THE COUNCIL AGREED TO NOT COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

COUNCIL WERE IN FAVOUR OF CONTINUING WITH THE MEETING AS IT WAS APPROACHING 2200

- c) Notification of planning application for single storey extension and associated internal remodelling at 30 Russet Way, Melbourn. Royston, Cambridgeshire, SG8 6HE. S/0703/147/FL. Olga Leonardova
IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR TRAVIS TO ACCEPT THIS APPLICATION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC371/16

Correspondence

- a) Any correspondence received at the time of the meeting – nothing to report

PC372/16

To accept notices and matters for future agendas

- a) Suggestions from Councillors –
Melbourn Parish Council email addresses for Councillors

At 21.58pm Standing Orders were suspended.

b) General questions to Council and comments (no resolutions can be made) from members of the public

- Mr Baker – Asked if the Kohima Stone will go ahead? The Chair explained that it would as it had been agreed back in November 2016. The Chair explained the landscaping around the stone was included in the full landscaping quote and this was voted against this evening.
- Mr Forbes felt that in relation to the recent complaint it was incorrect that the recording and written decision was not in the public domain. The Chair explained CAPALC and the Monitoring office had informed The Chair and The Clerk this should not go into the public domain. The recording was not for the council to share. The recording was given to the Council by a member of the public.

At 22.02pm The Chair reinstated Standing Orders

At 22.03pm The Chair closed the meeting

APPENDIX A

PROCEDURE: DISPENSATIONS FOR COUNCILLORS

PURPOSE: To set out the process whereby Councillors who otherwise would not be able to take part in council business (because they have a disclosable interest) can seek a dispensation.

SCOPE: This procedure applies to councilors. It applies to Disclosable Pecuniary Interest, non-disclosable pecuniary interests and non-pecuniary interests.

1. Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of the Act.

This procedure explains:-

- (a) the purpose and effect of dispensations
- (b) the procedure for requesting dispensations
- (c) the criteria which are applied in determining dispensation requests
- (d) the terms of dispensations

2. Purpose and effect of Dispensations

In certain circumstances, Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Interest as set out in the 'Scope' above. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

- (a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a

dispensation, they may be committing a criminal offence under s34

Localism Act 2011.

3. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the proper officer of the parish council (ie. the parish clerk) as soon as possible before the meeting which the dispensation is required. Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

The following wording for a new standing agenda item on declaration of interests and dispensations has been adopted as follows:

Declarations of interest and dispensations

- 2.1 To receive declarations of interest from councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

A request for dispensation must be made on an individual basis.

4. Consideration by the Parish Council

The Parish Council has agreed to delegate to the parish clerk the authority to grant dispensations through a formal resolution to this effect:

"RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). "

The parish clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest, a non-disclosable pecuniary interest or a non-pecuniary interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter (as per para. 2 above) if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- (b) the authority considers that the dispensation is in the interests of persons

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living in the authority's area; or

- (c) it is otherwise appropriate to grant a dispensation.

The terms of any dispensation shall be in accordance with paragraph 6.

The parish clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision.

5. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the parish clerk will take into account:

- (a) the nature of the Councillor's prejudicial interest
- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of the proposed vote
- (d) the need for efficient and effective conduct of the Council's business
- (e) any other relevant circumstances.

6. Terms of Dispensations

Dispensations may be granted:

- (a) for one meeting; or
- (b) for a period not exceeding 4 years.

7. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Meeting:

MELBOURN PARISH COUNCIL

Doc.No. 306

Version 1

Review Date: Feb 2018

Review Policy: Every 12 months

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. You should refer to the accompanying 'Dispensations Guidance'. If you need any help completing this form please contact the parish clerk.

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes/No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes/No
Full reasons why you consider a dispensation is necessary (use a continuation sheet if necessary)	

Signed: _____ Dated: _____

Please give your completed form to the parish clerk . You will receive written notification of the parish council's decision within 5 working days of the decision.

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MODEL for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)

MELBOURN PARISH COUNCIL FINANCIAL REGULATIONS [ENGLAND]

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These Financial Regulations were adopted by the Council at its Meeting held on
[.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £8,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £8,000 excluding VAT;
- a duly delegated committee of the council for items between £2000 and up to £8000 excluding VAT or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £2000 excluding VAT.
- On items required for the Parish Office or to allow her to carry out her statutory duties, the Clerk shall be allowed to spend up to **£500 excluding VAT** without prior approval of the Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible overtime.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Assistant Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the

schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.

- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £XXX.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

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PC 353/16 (b)

POLICY AND PROCEDURE:

Gifts and Hospitality Policy

PURPOSE: To set out the procedure to be followed so that Melbourn Parish Council adheres to the requirements of good governance.

Criminal Law

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from your parish council.

SCOPE: This guidance applies to Councillors only.

POLICY:

1. Principles

1.1 You are required to register any gifts or hospitality worth **£50 or over** that you receive in connection with your official duties as a member, and the source of the gift or hospitality. You must complete the registration within 28 days of receiving it.

1.2 As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.

1.3 If in doubt, any gift or offer made in kind should be politely declined.

1.4 Gifts of any kind should not be deliberately solicited or requested.

2. General Caution

2.1 The receipt of gifts or hospitality can be misinterpreted. This guidance is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.

2.2 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Parish Councillor.

2.3 Your personal reputation and that of your parish council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

2.4 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

2.5 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

3. Limits of Guidance

3.1 The Code of Conduct does not apply to:

- Gifts and hospitality you may receive from family and friends (as birthday or other festival presents) that are not related to your position as a Parish Council Member. You should however question any such gift or hospitality offered from an unusual source;
- The acceptance of facilities or hospitality provided to you by your parish council;
- Gifts given to your parish council that you accept formally on your parish council's behalf and are retained by the parish council and not by you personally.

4. Meaning of Gifts and Hospitality

4.1 The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

4.2 Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges, discount cards or other advantages are offered which might be related to your position as a Member of your parish council.

5. Appropriate Gifts and Hospitality

5.1 There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a Parish Council Member (e.g. tea, coffee and other normal beverages and biscuits);
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion;
- Small low value gifts (below £50 such as pens, calendars, diaries, flowers and other mementos and tokens);

- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

6. Principles to Apply in Relation to Gifts and Hospitality

6.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Parish Council Member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- "Reward" includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with your parish council in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which your parish council has an involvement.
 - From applicants for grants, including voluntary bodies and other organisations applying for public funding from your parish council.
 - From parties in legal proceedings with your parish council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

7. Gifts Received and Donated to a Chair's Appeal

7.1 It may be customary for some Members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal.

7.2 Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

8. Reporting of Inappropriate Gifts and Hospitality offered

8.1 It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of your parish council.

8.2 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

8.3 You may thereafter be required to assist the Police in providing evidence.

9. How to report gifts and hospitality

9.1 Complete the registration form.

9.2 Send it to the Parish Clerk who will maintain a register.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL
Gifts and Hospitality Registration Form

To: The Parish Clerk

(EMAIL ADDRESS)

Notification of Receipt of Gifts or Hospitality

What was the gift or hospitality? (Give full description)	
What is your best estimate of its market value or cost?	
Who provided it?	
When and where did you receive it?	

Signed	
Name in Capitals	
Dated	

PC365/16

SEQUENCE OF EVENTS FOR AGREEMENT

It is recorded in minutes that:

- The Conservation Committee approved the Kohima Stone (Conservation Committee on 6th June 2016 and the fencing replacement works (Conservation Committee 6th June 16).
- The Parish Council discussed and agree the Kohima stone Parish Council 14th November 16

It seems that the landscaping work has not been agreed by Council. It was specifically excluded on 14 November for discussion at a subsequent meeting.

However the confirming letter to Willards stated "landscaping".

- The Landscaping/fencing quote from Willards was sent to P Cleminson on 9th March 2016 (attached A). (The Clerk does not recall receiving this quote via email/post until she was chasing for information in January 2017)
- The Komina Stone quote was sent to the Parish Office. (Attached B)
- A decision was made at the War Memorial Working Party on 3rd June 2016 to use Hibbitt Masonry and Willards landscaping (attached C)
- On 6th June Conservation Meeting Minutes state
Update from the Memorial Working Party

The Chair of the War Memorial Working Party attended the committee meeting to update members on the latest plans. These are contained in the minutes of the War Memorial Working Party held on 3rd June, 2016

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TULLOCH THAT THE COMMITTEE ACCEPTS THE QUOTE FROM HIBBITT MASONRY FOR £4,439.54 FOR THE PORTLAND STONE WITH DUE REGARD TO THE TIMESCALE. THIS WAS CARRIED. This will be forwarded to them by the Chairman of the Working Party.

IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR BLOOMFIELD THAT THE QUOTE FROM WILLARDS FOR THE BOUNDARY FENCE BE ACCEPTED PROVIDED THAT THE TIMESCALE BY ADHERED TO AND THAT THE MONEY BE ALLOCATED IN NEXT YEAR'S PRECEPT. THIS WAS CARRIED.

The Clerk to contact Balfour Beatty to move the lamppost to a less prominent position in time for the 100th anniversary. **ACTION THE CLERK**

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR PARTON THAT THE TUBS PRESENTLY AT THE WAR MEMORIAL BE MOVED TO THE COMMUNITY HUB IN FEBRUARY. THIS WAS CARRIED.

The Chairman of the War Memorial Working Party to keep Mr Travis informed.
The committee requested that Peter Cleminson remains in charge to oversee the work. He thanked the committee and accepted.

- At the 6th June 2016 Conservation Meeting the quote from Hibbitts was discussed as a value was put into the resolution in the minutes but the Clerk does not recall ever receiving the Willards Quote in the office. Correspondence was being sent direct to Peter Cleminson on behalf of the W/P and not to the Parish Office. The fencing was obviously approved at the Conservation meeting because the working party had agreed it on the 3rd June 2016, however she can only presume the actual quote that included the landscaping as well as the fencing was not discussed at that meeting on the 6th June 2016.
- The Clerk was on annual leave on the 6th June 2016 and only gave Peter Horley (who Clerked the meeting) the W/P minutes from 3rd June and the Kohima Stone Quote as these are the only attachments in the minutes. No quote from Willards was given to him. Whether Peter Cleminson presented the Willards quote at the meeting the Clerk has no idea.
- After reading and having to action the resolutions from the minutes on 6th June 2016 The Clerk asked Bob Tulloch (former Chair) and Cllr Gatward (Chair of Conversation) (attached D,

15th June) how the project was to be funded. Cllr Gatward replied saying F&G and she would speak to Bob Tulloch.

- However, looking back at available documentation (attached E) it is clear that Conservation Committee had not Precepted for the War Memorial Work and so should not have authorised additional work without agreement by Full Council.
- At the July PC Meeting there was meant to be a discussion about the War Memorial and costing but (former Chair) Bob Tulloch cut the meeting short. The Council were going to discuss the Kohima Stone and also discuss where the money was going to be taken from, however this never happened, so was never noted in the minutes.
- At the November PC Meeting the Council discussed the Kohima Stone and again agreed they were in agreement of the refurbishment.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES
MELBOURN PARISH COUNCIL IS FULLY IN SUPPORT OF THE REFURBISHMENT
OF THE WAR MEMORIAL FOR THE WW1 100TH ANNIVERSARY OF ARMISTICE
AND TO APPROVE 50% DEPOSIT OF QUOTE FOR £3759.62 + VAT BY END OF
NOVEMBER 2016. ALL WERE IN FAVOUR AND THIS WAS CARRIED.**

Appendix A

Customer Email: [REDACTED]

Customer Phone: [REDACTED]

Sent: 09/03/2016



AMG Willards Ltd

34 Ashwell Road

Steeple Morden

Royston

Herts

SG8 0NZ

Tel: 01462 743006

Mob: 07975952769 / 07976869411

Email – info@willards-landscapes.co.uk

Mr Cleminson – Melbourn War Memorial

Melbourn War Memorial

Melbourn

Royston

Herts

Mr Cleminson,

Thank you for meeting with me last week to go through the proposed plans for the work at the War Memorial in Melbourn. I have based this estimate on the sketch plan provided and so will be able to put forward a final quotation once I receive the full scale drawings from Stewart at The Garden Design Centre.

1. Install New Yorkstone Crazy Paved Areas – Approx 12m²

- Excavate area for paving and remove spoil from site
- Supply and lay type 1 granite hardcore base and consolidate
- Lay paving on a mortar bed of wet sand and cement
- Point entire area
- Inclusive of all labour costs and materials

Cost

Net Cost – £1,525.64

VAT – £305.13

Gross Cost – £1,830.77

2. Install and Prepare Flower Beds – Approx 50m²

- Remove existing turf including roots
- All beds to be dug over and prepared ready for planting
- Incorporate good mix of quality top soil and well-rotted organic matter

Cost

Net Cost – £663.54

VAT - £132.71

Gross Cost - £796.25

3. Prepare Area and Seed – Approx 20m²

- Areas to be broken up slightly using a fork
- Area to have thin layer of topsoil spread over to create seed bed
- Area to be seeded using shade tolerant grass seed

Cost

Net Cost – £25.00

VAT - £5.00

Gross Cost - £30.00

4. Install Hardwood Oak Timber Edging to Flower Beds

- All beds to be edged using 4x1 Oak boards
- All boards to be attached to timber pegs driven into position

Cost

Net Cost – £610.40

VAT - £122.08

Gross Cost - £732.48

5. Supply of Plants as Per Planting Plan

Cost

Net Cost – £1,843.33

VAT - £368.67

Gross Cost - £2,212.00

6. Installation of Plants

- This is to be carried out by the Garden Design Centre. They are not VAT registered and so the cost shown below will not have VAT added.

Cost - £600.00

7. Install Hardwood Oak Post & Rail Fence

- To match existing fence like for like (4-way weather top posts available at same cost if preferred)
- Removal and disposal of existing fence
- Installation of 25 Oak posts 100x140mm rounded top, Approx height 60cm
- Installation of Oak rails 75x50mm, Approx centres 2.15m

Cost

Net Cost – £2,513.75

VAT - £502.75

Gross Cost - £3,016.50

This estimate has been prepared on the site as seen on our recent visit, and does not allow for any unexpected problems below ground level. If any unforeseen circumstances arise once work has started, these will be discussed with you prior to any additional cost being incurred.

I hope that this is to your satisfaction and look forward to hearing from you in the near future.
Our standard terms are 40% down payment as the work commences, with the balance becoming due on completion

I would be more than happy to supply quality references if required, and please feel free to have a look at our website at some of our previous projects (www.willards-landscapes.co.uk).

I look forward to hearing from you.

Many Thanks

Andrew
AMG Willards Ltd

Appendix 3

TEL 01223 351555

HIBBITT SONS MASONRY LTD

FAX 01223 452778

MELBOURNE 'KOHIMA' MEMORIAL
UA1626

MELBOURNE PARISH COUNCIL
c/o PETER CLEMINSON - 01763 269544
14th MARCH 2016
0

PORTLAND STONE

peter.cleminson@yahoo.com

REF	ITEM DESCRIPTION	QTY	LEN	WID	HIGH	COMMENTS	PRICE PER UNIT	PRICE TOTAL
0	MEMORIAL OBELISK - IN PORTLAND STONE	1	610	310	1360	Memorial As Per Preliminary Drawing Rev. A Attached - (+100mm Below Ground)		Total £2,761.62
0	INSTALLATION PRICE - TO NAMM COMPLIANT STANDARDS	1	0	0	0	To Dig Out For Foundation, Supply Pre-Cast Foundation And 2 No. Namm Compliant Stainless Steel Ground Anchors, Deliver To Site And Install Using High Lorry Or Alternative Lifting Gear As Appropriate To Site Access		Total £ 998.00
							Total, Excl. VAT	£3,759.62

NOTES

[illegible]

REVISIONS				
A	CHAMFER OMITTED, LETTER PAINTING COLOUR T.B.C., FLAT BASE TO CROSS (NOT V CUT)	14.03.51		

A. CHAMFER OMITTED, LETTER PAINTING
COLOUR T.B.C., FLAT BASE TO CROSS
(NOT 'V' CUT) 14.03.81

TITLE:

'PORTLAND' STONE KOHIMA MEMORIAL
PRELIMINARY DRAWING

CLIENT:

MELBOURNE PARISH COUNCIL
MEMORIAL WORKING PARTY

PROJECT:

MELBOURNE WAR MEMORIAL

DEAYIN BV: A-URQUHART

SCALE: NTS

City By:

DATE: 14.03.15	DWG. No. Rev. A
----------------	-----------------

-15- DIV. 5

Hibbitt & Sons
125-128 Victoria Road
Cambridge
01223 354556



PLEASE SEND ONE SIGNED COPY OF THIS DRAWING
BACK TO HIBBITT & SONS FOR MANUFACTURING

THIS DRAWING HAS BEEN APPROVED
FOR MANUFACTURE BY:

COMPANY: _____

POSITION: _____

DATE: _____

© 2000 Blackwell Science Ltd

SUNNY, **WINTER**

Appendix C

Working Party Minutes 3rd June 2016

10.00 In The Hub.

Present: Peter Cleminson (Chairman) Cllr Rosemary Gatward, Cllr Kimmi Crosby and Val Barrett. Apologies, Mary Price, Colin Limming and Irene Bloomfield.

- 1) The minutes of the meeting of 14th March 2016 were agreed and confirmed.
- 2) Rosemary confirmed that she had not had any proposal for the "Kohima Words" from the ironworker, thus it was confirmed that the previously agreed Portland Stone quote from Hibbitt Masonry be accepted. The quote is with the Conservation Committee for a 1.25 metre high by 0.6 metre wide with a depth of 0.25 metre to be situated next to the seat adjacent to the church wall, this position being acceptable to the Church. The words not to be painted black so they match the War Memorial names. The installation to be early in 2017, prior to the landscape work and in liaison with Willards Landscapes. A 50% payment is required when contract is signed.
- 3) Three tenders had been received for the boundary fence and it was agreed that Willards be accepted, thus only one contractor for landscaping and fence installation. This work to commence 24th April 2017. No money to be paid until work commences when 40% payment is required, the balance on satisfactory completion. Contract is with Conservation Committee.
- 4) Rosemary proposed that the lamp post, if possible, should be moved to a less prominent position. This to be considered by the conservation committee, but, if moved, work must be completed prior to landscaping.
- 5) The unsuccessful tenderers for the Kohima Stone have been informed accordingly.
- 6) John Travis, ~~XXXXXXXXXX~~, who looks after the tubs to be kept in the picture by the Conservation Committee and tubs could be relocated as the committee may recommend.
- 7) Conservation Committee to make provision of funds under PC legislation in order to enter contracts, the need is to confirm Hibbitt contact in the near future in order to pay 50% deposit as the Portland Stone has 16 week delivery time.

Parish Clerk

From: Rosemary Gatward ~~rosemary.gatward@btinternet.com~~
Sent: 15 June 2016 10:38
To: Parish Clerk
Cc: Bob Tulloch
Subject: Re: War Memorial Working Party.

Dear Sarah

We will be out from approx 2.30pm today and now remember you are interviewing today so was unable to speak to you this morning. From past experience with Hilberts I don't think they would push us for the 50\$ deposit and from the beginning of this project I understood it would be funded by Fand GP. I will try to speak to Bob and if you want to ring before 2.30 I will be here.

Rosemary.

On Wednesday, 15 June 2016, 8:13, Parish Clerk <ParishClerk@melbournpc.co.uk> wrote:

Dear Both
I haven't received a response from you both prior to sending letters to Hibbetts and Willards.
Thank you
Sarah

From: Parish Clerk
Sent: 11 June 2016 09:15
To: Rosemary Gatward
Cc: Bob Tulloch
Subject: RE: War Memorial Working Party.

Dear Both

I note this was all agreed in the minutes on Monday evening.

The Chair of the War Memorial Working Party attended the committee meeting to update members on the latest plans. These are contained in the minutes of the War Memorial Working Party held on 3rd June, 2016 (see Appendix 4)

IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR TULLOCH THAT THE COMMITTEE ACCEPTS THE QUOTE FROM HIBBITT MASONRY FOR £4,439.54 FOR THE PORTLAND STONE WITH DUE REGARD TO THE TIMESCALE. THIS WAS CARRIED. This will be forwarded to them by the Chairman of the Working Party.

IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR BLOOMFIELD THAT THE QUOTE FROM WILLARDS FOR THE BOUNDARY FENCE BE ACCEPTED PROVIDED THAT THE TIMESCALE BE ADHERED TO AND THAT THE MONEY BE ALLOCATED IN NEXT YEAR'S PRECEPT. THIS WAS CARRIED.

The Clerk to contact Balfour Beatty to move the lamppost to a less prominent position in time for the 100th anniversary. **ACTION THE CLERK**

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR PARTON THAT THE TUBS PRESENTLY AT THE WAR MEMORIAL BE MOVED TO THE COMMUNITY HUB IN FEBRUARY. THIS WAS CARRIED.

Bob/Rosemary

I note the quote agreed for Hibbitts was never precepted for in this year's budget and they want a 50% when the order is placed. If we agree this now are we hoping we get community grant funding in October from Lightsource to pay for this work and then precept for the remaining cost in 2017/2018?

So I am clear, can you please explain how the whole war memorial refurbishment is going to be funded. Please confirm and then I will action the letters for Hibbitts and Willards.

Thank you

From: Peter Cleminson [b]
Sent: 08 June 2016 12:25
To: Rosemary Gatward
Cc: Bob Tulloch
Subject: War Memorial Working Party.

Dear Rosemary, Further to the agreement of the Conservation Committee to the work at the Memorial, I, as requested, have confirmed to the contractors that they will receive a formal order from the PC and that the Kohima Stone should be installed after the Remembrance week 2016 and before the landscaping which is booked for 24th April 2017. Both Willards and Hibbitts now need written confirmation from the PC that they have been selected prior to the formal order. (see minutes of Working Party meeting of 3rd June.)

Hibbitt and Sons, 126-128 Victoria Road, Cambridge CB4 3DZ. Attention Andrew Urquhart.

Willards Landscapes, AMG Willard Ltd., 34 Ashwell Road, Steeple Morden, Royston, Herts, SG8 0NZ. Attention Andrew. Copy to Garden Design Centre at Scotsdales, 120 Cambridge Road, Great Shelford, Cambridge, CB22 5JT. Attention Stewart Knight.

Thanks for steering this through your committee and, as requested, I will be available as needed as this goes forward.

Very best wishes,

Peter.

Appendix E

①
Precept 2016/17 Conservation Committee
30/11/15

Stockbridge Meadows Projects

Possible work on boardwalk	5,000. 00
Seat around Sycamore	1,000. 00
Replacement fruit trees in Orchard	500. 00

Worcester Way

Replacement picnic table	500. 00
Small group of Ornamental trees to provide shade	100. 00

<u>New Road Edge Planting</u> (1st & 2 years to completion)	5,000. 00
--	-----------

106 sites

Armingford Crescent
Worcester Way *
Elm Way (2 sites)
Beachwood Ave. *
Chalchil Ballon
Greengage Rise * P.T.O. to page 2

② * there are not 106 sites
but are dealt with in
the same way.

Allotments

Improvements to water supply etc	6,000. 00
-------------------------------------	-----------

PC365/16

Questions and Answers about the War Memorial from Resident and Peter Cleminson

QUESTION FROM RESIDENT

2018 is a very special year and a time when every town and village throughout the country will be commemorating 100 years since the end of the First World War.

I understand, that there will be a memorial stone placed at the Cross in 2018, which many believe is to commemorate the end of the 1914–1918 war.

Can you please confirm if this is to be the case?

You mentioned the memorial stone will be Kohima stone.

Can I ask why the Kohima stone was chosen?

Several councils have used this stone as a monument. Not to mark an important occasion during the the First World War, but an offensive that took place many years later. The event was the Battle of Kohima. The offensive took place in India between April and June 1944, far removed from 1918 and the end of the First World War.

Dorset is one such county that have used this stone, but since the 2nd Dorset Regiment fought and many died at the battle of Kohima, there is clearly a link, and as such a commemorative stone is right and proper.

However, since battles during the First World War were fought predominantly in Europe there is obviously no link to India and in particular, Kohima. In addition, there is no record to show that former residents from the parish were killed in India during the Second World War.

Do the parish council intend to unveil this stone in 2018 as a commemorative piece for the end of the First World War or to commemorate the battle mentioned or is it 'just' a commemorative stone?

Were local stones considered?

I appreciate that this process was set in motion by the previous council, but I would ask the former Chair and Vice Chair of the committee that oversaw this project, as they are still on the council, why they agreed to use the Kohima stone?

I find it difficult to understand the reasons for placing this particular stone at the centre of the village. A stone which bears no relation to any historic event that took place concerning residents of Melbourn, either during the First, or Second World War.

The use of this stone seems somewhat improper, given its origin and timing of its placement.

On 28 Feb 2017, at 17:37, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Dear Peter

Please would you be able to assist with answering the questions below from a resident.

Kind regards

Sarah Adam

Melbourn Parish Clerk

RESPONSE FROM PETER CLEMINSON

From: Peter Cleminson

Sent: 01 March 2017 09:37

To: Parish Clerk

Subject: Re: Question regarding the Kohima memorial stone

Dear Sarah, The facts are as follows, your correspondent is not alone in his or her misconceptions.

The origin of the epitaph goes back to 480 BC when Simonides of Ceos, a Greek, commemorated the battle of Thermopylae with similar words. In 1916, Major John Maxwell Edmonds wrote 12 Epitaphs, of which this is one. Major John Etty-Leal of the 2 Div then used them at Kohima. Thus the origin is to commemorate WW1. Also, these words are now used at all Remembrance events, the most prominent being the RBL service at the Albert Hall, also each year at Melbourn. In no way is it only linked to Burma as your correspondent believes.

The stone is Portland to match the existing cross and 3 local firms were asked to tender, one was successful.

Hope this helps,

Regards,

Peter.

RESPONSE FROM RESIDENT IN RELATION TO PETER CLEMINSON REPLY – 3 MARCH 2017

Thank you for sending the response to my queries. I must point out that in the first instance, my concern is aimed at the Kohima stone. I am certainly not disputing the use of the epitaph.

There is also no argument, that the epitaph is used at remembrance services throughout the country. In fact, it is used well beyond these shores and can be heard at many commonwealth ceremonies and at ceremonies held in the United States.

However, the suggestion that the 'origins' of this epitaph go back to a battle that happened in Greece, almost 2500 years ago is tenuous at best. And would be embarrassing if it was used to promote the occasion.

It was also suggested that Major J.M. Edmonds is credited with authorship of the famous epitaph and took 'inspiration' from the ancient epitaph used to commemorate the battle in Greece. This ancient epitaph was in very poor condition when it was discovered and the text was difficult to read, as such scholars have not been able to agree on its interpretation. There are no less than 12 versions of the Greek epitaph. However, the one suggested to inspire the modern epitaph is:

Go tell the Spartans, thou that passest by, That faithful to their precepts here we lie.

The Kohima version is:

When you go home, tell them of us and say – For their tomorrow, we gave our today.

I can only conclude that the 'inspiration' comes from the very creation of an epitaph, that pays tribute to those who fell in battle, rather than the words.

Yet! Authorship of this modern epitaph is disputed, with a suggestion that it was actually written by John Etty-Leal specifically for the Kohima stone. Apparently, he took 'inspiration' from an epitaph written by Major J.M. Edmonds in 1916. This appears to be supported, but not widely published, by The War Graves Commission.

Major John Etty-Leal was a member of the General Staff of the 2nd Division during the battle of Kohima.

2018 is a very special year and if the village is to commemorate 100 years since the end of the First World War, then I agree, it would be a fitting tribute on behalf of the village to put the epitaph in place to commemorate the 1914–1918 war

However, the suggested presentation of the epitaph I feel is totally inappropriate. Perhaps a more fitting position would have been to set it in stone at the base of the memorial, so as people approach the memorial to pay their respects they will see and read the epitaph.

The original points I made remain. Battles during the First World War were fought predominantly in Europe and there is no link whatsoever to India and in particular, Kohima. In addition, there is no record to show that former residents from the parish were killed in India during the Second World War. In truth, the Kohima stone has **nothing to do with Melbourne**. It is little more than a 'show piece' and as such, is an insult to those who fought in the Great War.

How convoluted some stories become. So why so much information above. To be honest, I find it difficult to understand how the council signed up to something that they knew very little about. Paying out a great deal of money, that today the Parish so desperately needs. There is a wealth of information available, some contradict, but it is there if people took the trouble to look.

War memorial working party – Meeting 11am - 28th February 2017 @ Hub

Attendees – Cllr's Harrington, Barrett, Gatward and Hales.

Parish clerk offered intermittent assistance but didn't attend the meeting.

Minutes and Recommendations

Minutes

The WP discussed where the former Council had left to war memorial are refurbishment process. They discussed the three areas of works already laid out to Council in previous meetings in 2016.

Upon review of the WP minutes, conservation committee minutes, Parish Council minutes it became clear that the three areas of works (The Kohima Stone, the landscaping works and the oak fencing replacement) had become confused during the approval stages.

It is recorded in minutes that the Conservation Committee and Parish Council have approved both the Kohima Stone (Parish Council 14th Nov 16) and the fencing replacement works (Conservation Committee 6th June 16). It seems that the landscaping work has been overlooked, there is no indication as to how.

The difficulty now lies in securing the finance for the works.

The received quotes are as follows for each of the areas concerned. *(all figures are plus VAT)*

Kohima Stone – £3759.62

Fence Replacement – £2513.75

Landscaping – £4961.20

Total £11,234.57

A deposit of £1879.81 for the Kohima Stone, has already been paid.

Outstanding balance £9354.76.

Recommendation to Council.

The WP accepts that the Parish Council has concerns regarding the future of any new works, however it must be remembered that the Council has already approved two of these works. In addition a confirmation letter has been sent by the Council to the contractors, securing these works in June 16.

The WP agreed unanimously to recommend to Parish Council that the balance of £9354.76, be found from the Lightsource community grant funding.

The WP is confident that this request fits with the principles of the community fund provision and is of a significant benefit to the whole community. This award will be a one off and be longlasting.

War Memorial Working Party.

TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE COMMITTEE

PURPOSE: To set out the rules by which this [Executive] Committee of the Parish Council will work.

SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations.

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 8 members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

4.1 Review on a [bi-monthly] basis the expenditure transactions to ensure that all items of expenditure are accounted for in the budget used for Precept setting (*this may only be necessary for the Committee's 1st year*).

- 4.2 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.3 To draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.4 To draft the Annual Governance Statement in May/June each year and present to full Council.
- 4.5 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and Little Hands) to be complete by the time of setting the Precept for the next year.
- 4.6 Investigate alternative funding sources such as grants.
- 4.7 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.8 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.9 Review according to the schedule the financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.10 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.11 Review the Asset Register annually to ensure it is kept up-to-date.
- 4.12 Carry out an annual review of the insurance policies to ensure they mitigate risks to public money.
- 4.13 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.

Anything about salary recommendations referred by the HR panel?

Anything about looking at good practice elsewhere - specifically the NALC work???

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months

TERMS of REFERENCE: HR PANEL

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Human Resources Panel

SCOPE: This document covers all those activities related to the administration, employment and good management of staff employed by the Melbourn Parish Council. (Recommendations from HR Panel will be discussed and approved by full council prior to implementation).

1. Membership and Chairing

The HR Panel will consist of a maximum of five Councillors and will need 3 in attendance in order to be deemed quorate. The HR Panel will elect a chair from among the members of the Panel. In the absence of the chair at a meeting the panel will elect any member to act as chair for that meeting.

The HR Panel may invite non-members to attend meetings

2. Terms of reference

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, Health and Safety, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave
- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.
- 2.7 To review staffing in terms of structure and fitness for purpose, at least annually, making recommendations for any changes to Full Council
- 2.8 To co-ordinate staff recruitment and interviewing in conjunction with council staff and other councillors as required

- 2.9 To create and update job descriptions, contracts of employment, staff handbooks and any other critical staff-related documentation as required.
- 2.10 To provide a formal line management function to the Clerk through a nominated member of the HR panel.
- 2.11 To identify, implement and maintain an employee-training programme that covers, Induction, Employment Policies, Health and Safety and skills-related training.
- 2.12 To agree and carry out performance management of the Clerk.
- 2.13 To support the Clerk in their role as line manager in setting performance measurements for staff reporting directly to them.
- 2.14 To ensure that all employee personnel records and related correspondence are kept securely in accordance with the requirements of the Data Protection Act 1998.
- 2.15 To liaise with CAPALC and NALC as required on Human resources issues

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Review Policy: Annual

PC 366/16/C

**MELBOURN PARISH COUNCIL
TERMS OF REFERENCE FOR THE PLANNING COMMITTEE**

To be adopted from May 2017 if included in scheme of delegation

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

1. Membership of the Planning Committee

- a) There will be a maximum of 8 members.
- b) Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend, they will do so in an *ex-officio* capacity.
- c) The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

- a) The chair of the committee will be elected by the committee at the Annual General Meeting of the Parish Council. *but see revised SOs*
- b) The vice-chair of the committee will be elected by the committee at the Annual General Meeting of the Parish Council. . *but see revised SOs*

3. Conduct of Meetings

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- b) Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Planning Committee

The Planning committee shall be empowered:

- a) To act on behalf of the Parish Council in respect *of routine* planning issues and, in particular, to:
 - Recommend for approval or rejection, with or without comments, planning applications on the Parish Council's behalf as appropriate.
 - Submit comments and recommendations regarding planning applications to South Cambridgeshire District Council or Cambridge County Council on the Parish Council's behalf.

In the case of applications with a potential significant impact on the Parish, the Planning Committee will put forward reasoned proposals to the full Parish Councils. Such applications will be identified in liaison with the Clerk.

- b) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- c) To represent the Council (whether the Chair, Vice Chair or another member) at the South Cambridgeshire District Council Planning Committee when the committee agrees to recommend refusal of an application in order to ensure that the reasons for that recommendation are properly presented and reflect the views of Melbourn residents.

5. Responsibilities and Areas of Operation of the Planning Committee

- a) To consider planning applications in respect of properties and developments in Melbourn Parish.
- b) To consider planning applications with respect to the Council's duty to consider the impact of crime and disorder issues in its work.
- c) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments and/or recommendations of approval or rejection.
- d) To ensure that any objections or recommendations are based solely on planning criteria.
- e) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- f) To take note of decision notices in respect of planning applications received from South Cambridgeshire District Council.
- g) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- h) To liaise with the District and County Councils or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.
- i) To carry out a) to h) above bearing in mind the management, preservation and enhancement of the village.
- j) To undertake training as necessary to support a) to g) above

Do we want to add in strategic oversight of infrastructure concerns wrt to Herts and South Cambs Local Plans?

PC 366/116 d).

CEMETERIES – TERMS OF REFERENCE

1. To be responsible for the upkeep, appearance and maintenance of all parish cemeteries in Melbourn.
2. To keep up to date on a regular basis a set of Rules and Regulations appropriate to these cemeteries.
3. To ensure the R and R's and 1. are complied with by means of monthly reports from a committee member, to the Clerk
4. To advise and deal with any concerns of residents of Melbourn relating to these cemeteries, likewise any from local undertakers.
5. To keep all local funeral directors and other appropriate companies informed and up to date with these R and R's.
6. To remain aware of local fees charged to ensure we are maximising our potential!
7. To set/revise if necessary, the maintenance contract requirements at 4 yearly intervals.
8. To develop and improve the active cemetery (New Road) to ensure the original aims and future objectives are upheld.

PC366/16. (e)

PC366/16

Cllr Gatward suggests Terms of Reference are needed for:

- HR to include update of policies and documents
- Play Areas, pavilion and pitches
- Cemeteries
- Conservation to include Stockbridge Meadows, 106 open space sites, tree and hedge and bulb planting, Millennium Copse, Jubilee Orchard, Seats, Benches, Picnic Tables, 83 High Street, planting and green area at car park, allotments and grass-cutting - Members of Conservation Committee would observe, report, discuss and take action as needed.
- Planning
- Highways to include rural footpaths and by-ways, car park, street lights and pavements

PC 36 8/16.

73 High Street Melbourn Planning Application S/0218/16/FL

The reasons for refusal were:

Loss of village shop:

The proposal would result in the loss of a vital village shop, which contributes to and supports the rural community in and around Melbourn. Section 3 Supporting a prosperous rural economy of the National Planning Policy Framework 2012 states that planning policies should support economic growth in rural areas in order to create jobs and prosperity by taking a positive approach to sustainable new development. Further, and in order to promote a strong rural economy, local and neighbourhood plans should promote the retention and development of local services and community facilities in villages, such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship. Policy SF/1 Protection of Village Services and Facilities of the Development Control DPD 2007 states that planning permission will be refused for proposals which would result in the loss of village services, including village pubs and shops, where such loss cause an unacceptable reduction in the level of community or service provision. As such, the policy introduces criteria where matters would be considered in terms of the materiality and significance of the loss, which includes evidence of the future economic viability of the use, to include financial information and the results of efforts to market the premises for a minimum period of 12 months at a realistic price. The submitted application is not supported by such evidence, and therefore has not made a robust response to Policy. It is considered that the proposal is contrary to National guidance contained within the National Planning Policy Framework 2012, and the implementation of Policy SF/1 of the South Cambridgeshire District Councils' Development Control Policies DPD 2007.

Lack of affordable housing:

The proposal does not provide for affordable housing, in accordance with National guidance and Local Plan policy. Paragraph 50 of Section 6 of the National Planning Policy Framework 2012 dealing with delivering a wide choice of high quality homes advises that local planning authorities should where they have identified that affordable housing is needed, set policies for meeting that need on site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified and the agreed approach contributes to the objective of creating mixed and balanced communities. South Cambridgeshire District Council has a high level of housing need across the District (1,700 families on waiting list). Policy HG/3 Affordable Housing of the Development Control Policies DPD 2007 (supported by the Affordable Housing SPD 2010) sets out that the amount of affordable housing sought will be 40% or more of the dwellings for which planning permission may be given on all sites of two or more dwellings. The occupation of such housing will be limited to people in housing need. It must be available over the long term. This planning application for 4no. dwellings would therefore trigger the need for affordable housing as set out in Policy HG/3 and supported by the adopted SPD. The application is not being advanced in this regard; no evidence is produced in terms of whether Registered Providers would be interested, and therefore the Local Planning Authority could then take a commuted sum in lieu of the onsite housing. On this basis, the proposal is contrary to the implementation of Policy HG/3 of the South Cambridgeshire District Councils' Development Control Policies DPD 2007, and supported by the Affordable Housing SPD 2010.

Traffic generation and highway safety:

The planning application would result in traffic generation likely to result in highway safety concerns within the vicinity of the application site, contrary to the provisions of Policies TR/1 and TR/2 of the South Cambridgeshire District Councils' Development Control Policies DPD 2007. The application as it stands has the potential to generate car parking and therefore increase vehicle movements through Little Lane and the road junction with Orchard Road. The junction has constrained visibility, and it is considered that the proposed car parking spaces are constrained and would lead to by vehicles reversing in the wrong direction of a one way street, which it is considered could be an offence.

Senior Planning Officer - SCDC

**MELBOURN PARISH COUNCIL
MINUTES**

DRAFT MINUTES SUBJECT TO FORMAL RATIFICATION AT THE NEXT PLANNING MEETING.

Minutes of the Planning Committee held on Tuesday 3rd May 2016 in the upstairs meeting room of the Community Hub at 7.15pm.

Present: Cllr Crosby (Chair), Cllr Tulloch, Cllr Stead, Cllr J Regan, Cllr R Gatward, Cllr J Norman, Cllr Bloomfield, Cllr Linnette, Cllr Parton, Cllr Mulcock

In attendance: District Councillor Hales and District Councillor Barrett.

3 members of the public (arrived approx. 7.25pm).

PL206/15 Apologies for Absence: Cllr Norman, Cllr Hart

PL207/15 Declarations of Interest:

Cllr Regan declared a non-pecuniary interest in PL214/15 as a neighbour to the applicant.

PL208/15 Minutes of the meeting held on 18th April, 2016:

IT WAS PROPOSED BY CLLR TULLOCH AND SECONDED BY CLLR STEAD THAT MINUTES OF THE MEETING HELD ON 18TH APRIL 2016 BE SIGNED AS A TRUE RECORD. THIS WAS CARRIED BY ALL

PL209/15 Report on the last meeting: 18th April 2016

11/1/16- PL133/15

The Ranger. The 3 Tonne car park sign is still to arrive. **ACTION: The Clerk to chase Sweetts Group to confirm delivery date**

Cllr Hales reported that the old street light located on the left hand side pathway as you enter the car park should have been disconnected and removed as this was stated in the original contract. **The Clerk has chased again.**

1/2/16 – PL142/15

Cllr Linnette raised the issue that the outside wall to the workshop appears to have paint peeling off from it. Cllr Linnette to investigate whether anti-graffiti paint was used?" **ACTION: CLLR LINNETTE**

Cllr Linnette raised the issue about the fire safety information. **Cllr Linnette and The Ranger to Complete**

15/2/16 – PL156/15

Melbourn Parish Council is to engage with South Cambridgeshire District Council to run training courses for councillors relating to Proposed Delegation on Planning. These training courses will be funded by Melbourn Parish Council.

ACTION: DISTRICT CLLR HALES TO SPEAK WITH OFFICERS FROM SCDC PLANNING COMMITTEE TO SEE WHAT COURSES THEY CAN OFFER MPC.

District Cllr Hales and Barrett to report back to next meeting.

15/2/16 PL157/15

Assets of Community Value Application

The Community Right to Bid for Assets of community value was discussed.

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR REGAN THAT AN APPLICATION SHOULD BE COMPLETED ON BEHALF OF MELBOURN PARISH COUNCIL.

ACTION: DISTRICT CLLR BARRETT AND HALES TO COMPLETE ASSETS OF COMMUNITY VALUE NOMINATION FORM. ACTION: TO REPORT BACK AT NEXT MEETING.

15/2/16 PL155/15

a) To Consider any matters concerning the village car park.

- Workshop Stud Wall – This has been put on hold until the new financial year. Repair work needs to be carried out in the workshop prior to erecting racking.

14/3/16 PL177/15

To Consider any matters concerning the village car park.

- a) Cllr Linnette meet the BT Openreach Engineer confirmed the Conduit from the workshop to the High Street is not in useable condition. BT Openreach Engineer has reported that the Grey BT Conduit is blocked by cement in the bend inside the workshop. Interserve and Sweets have been informed of this and still awaiting a reply. **BT OPENREACH HAVE NOW COMPLETED WORK AND BROADBAND IN INSTALLED.****

CCTV engineer attended the Parish Office and confirmed access for the CCTV can be connected through WiFi. CCTV Engineer to discuss with Cambridgeshire Police. **ACTION: CLERK TO ENSURE THIS HAPPENS. Cllr Hales in contact with Cambridgeshire Police.**

Interserve are still to send MPC the final invoice for the project. **ACTION: THE CLERK TO CHASE – Meeting with Sweett Group – 12 April 2016**

In March 2015 the resident of 32 Beeton Close was approved permission by Melbourn Parish Council to place a skip at the rear of the car park next to the back of the fence, backing onto their garden. Cllr Linnette has since found the bolts missing and the fence panel is being held up by string. **THE CLERK HAS ASKED RESIDENT TO ACCESS PROPERTY TO REPAIR FENCE. AWAITING RESPONSE FROM RESIDENT. Letter now been sent to 31 Beeton Close. Await response. RANGER HAS NOW REPAIRED FENCE. COMPLETE**

- b) To discuss the following quotes:**

Tarmac Path. The committee felt this quote was too expensive. The Clerk to contact North Herts Tarmac for another quote. **ACTION: THE CLERK TO CONTACT NORTH HERTS TARMAC AND TO PLACE ON NEXT PLANNING AGENDA.**

Cllr Sherwen to contact for quote. COMPLETE AND APPROVED.

PL210/15 To Consider any matters concerning the village car park.

BT Open reach Engineer attending site last week and BT Connection is now complete. Cllr Linnette confirmed Melbourn Parish Council is still awaiting the final account from Interserve. The workshop has internal cracks around the walls, Interserve have 12 months to complete the work.

Cllr Linnette explained all email chains since September 2016 had been read through and printed out. Relevant emails will be copied and sent to Nigel McCreith, Sweett Group as per our meeting on 12th April 2016.

Cllr Linnette commented on two pieces of documentation, one relating to the ownership of the pathway to Beeton Close and the other about outstanding issues with the new workshop. There were intense discussions amongst councillors which The Chair attempted to resolve and bring to a close. The Chair left the meeting at 7.30pm, followed by Cllr Parton excusing himself for a short period. Discussions came to a close, but the matter was not resolved. At 7.32pm Vice Chair, Cllr Sherwen took The Chair.

PL211/15 Changes to Proposed Scheme of Delegation – District Cllr Hales and Barrett to report back on Planning Training from SCDC and to discuss and adopt a written policy concerning Planning Committee Meetings.

District Cllr Barrett and District Cllr Hales have discussed Planning Training extensively with officers and senior EXECS at SCDC and are assured that this is being brought forward. District Cllr Barrett and Hales will report back to the committee once they have further information. This item is to be removed from future agendas.

At 7.35pm Cllr Tulloch left the meeting due to work commitments.

PL212/15 Assets of Community Value Application – Update from District Councillors Hales and Barrett. Re completing Community Value Nomination Form


Assets of community value application is unlikely to bear any fruit as the village enjoys a further two public houses. District Councillor Hales and Barrett therefore respectfully suggested to the Parish Council that the item is removed from the agenda. However if councillors feel that in their eyes this is worth a try, District Cllr Hales and Barrett would be only too happy to endorse any application they submitted on behalf of the Council.

PL213/15 To receive any notification or planning consultation documents.

- (a) Town and Country Planning Act 1990. The Council hereby grants permission for two storey side extension. First floor front extension. Single Storey side extension. New detached double garage at 1 Spencer Drive, Melbourn, Royston, Cambridgeshire, SG8 6HP. S/0641/16/FL was noted.
- (b) Town and Country Planning Act 1990. The Council hereby grants permission for Demolition of existing conservatory and replacement with single storey rear extension at 2 Cedar Close, Melbourn, Royston, Cambridgeshire, SG8 6BL. S/0077/16/FL was noted.
- (c) Notification Certificate of Lawfulness of proposed works to listed building to replace like for like corrugated steel roofs on Garner Barn and Double garage including necessary repairs to supporting rafters etc; Replace framed wooden double garage doors with doors identically constructed but providing full width access for two cars; and reset wonky chimney pot on main house at Lordship Farm 12, High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. S/0141/16/LD was noted.
- (d) Any notifications received up to the time of the meeting

At 7.50pm Cllr Parton returned to the meeting.

PL214/15 To consider the following planning applications

- 
- (a) Application for Conversion of the existing shop to one flat and convert the remainder of the existing house to 3 flats, creating 4 no 1 bed flats at 73 High Street, Melbourn, Royston, Cambridgeshire, SG8 6AA. S/0218/16/FL

Three members from the public put forward their views to the committee.

After discussions the committee refused this application with the following comments: Overdevelopment, highway safety re pedestrians and lack of pavements. Need to retain retail amenities in the village. Parking not adequate.

PL215/15 Correspondence:

There was no correspondence to report.

PL216/15 To accept notices and matters for the next agenda

- Update on Car Park

The Chairman closed the meeting at 8.26pm.