

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 16th January 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk and approximately 10 members of the public.

PC271/16 To receive apologies for absence

Cllr Stead and Cllr Siva for work commitments and Cllr Shepherd for personal reasons.

PC272/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

There were no declarations to be made.

PC273/16 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).

At 7.16pm The Chair Suspended Standing Orders

The Chair clarified this agenda item is not a debating session; this is an opportunity for Members of the Public to put forward their comments relating to items on the agenda.

Dr Alderton – PC284/16 – Strategic Vision Document

Felt that “generate sufficient income to meet its running costs and to invest in the local community”. Should be reworded as The Hub itself should not be expected to make a profit.

Mr Mulcock asked where the Parish Council is with Phase 2 of the Car Park. The Clerk explained that the Parish Council had been waiting for Mr Potter to be available and the first meeting of Phase 2 will be held on Thursday 19th January 2017.

Mr Connor – PC283/16 2nd consideration of DRAFT Precept

Is there a debate still to be had this evening. What are the implications to villagers if a 5% increase were to be agreed? The Chair confirmed the Precept is not finalised and there will be a debate on the matter.

Mr Mulcock – PC283/16 2nd consideration of DRAFT Precept

Why is there a need for £3600 on Office Supplies in this year’s precept? The Chair explained this would be discussed when we reach the agenda item.

Mr Forbes – PC283/16 2nd consideration of DRAFT Precept

What does the £11,000 Insurance Cover?

At 7.22pm The Chair reinstated Standing Orders

PC274/16 To approve the Minutes of the Parish Council Meeting 19th December 2016

PC242/16 – Cllr Kilmurray raised the following:

Cllr Kilmurray confirmed he had attended the PSG meeting, but this item had not been discussed and will be raised at the meeting in March.

Should be changed to:

Cllr Kilmurray confirmed he had attended the PSG meeting, but the Skateboard Ramp had not been discussed and will be raised at the meeting in March.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. CLLRS CROSS AND HARRINGTON ABSTAINED AS THEY WERE ABSENT FROM THE PREVIOUS MEETING. THIS WAS CARRIED.

PC275/16 To report back on the minutes of the Parish Council Meeting 19th December 2016

The Clerk reported as follows:

- PC248/16: The Clerk is in discussion with Skanska regarding attending a Parish Council Meeting.
- PC249/16: Pensions is on the agenda for this evening.
- PC250/16: Subscriptions and Annual Memberships have now been clarified and approved on 9th January 2017. Office Supplies – The Clerk stated that the Parish Council are now buying their paper online and using ESPO to purchase stationery items. The Clerk and Assistant are still looking at ways to cut costs.
- Old Fire Station Rates – SCDC confirmed that Melbourn Parish Council have not been paying rates for Esse /Old Fire Station building
- PC254/16 Ownership of the south boundary at New Road Cemetery. **ACTION: THE CLERK ONGOING**
- Cllr Harrington stated that Enterprise Inn has confirmed the piece of land opposite the pub at the bottom of Maple Way is not owned by them, but maybe interested in applying for ownership.

PC276/16 Approval by Council to edit the recording relating to comments made from a member of public about another member of public on Monday 9th January 2017.

This file has been edited to remove personal information about an individual that should not have been given out in a public meeting. The edit occurs at 1:39:20.5 and 50.2 seconds of recording were deleted.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES TO ACCEPT THE EDITING AS STATED ABOVE. CLLR CROSS AND CLLR HARRINGTON ABSTAINED AS THEY WERE NOT PRESENT ON 9TH JANUARY 2017.

PC277/16 To review outstanding actions from meetings – APPENDIX A

The Chair presented the outstanding actions document and confirmed the situation on S106.

- PC 171/16 Back in March 2016 Council approved movement of £70,000.00 from S106 Funds to the Interserve Car Park Account.

This left an opening balance of: £423.94

Income: Received: 28/04/16 SCDC S106 Rubioc New A505 Dev £2429.03

Received: 05/08/16 SCDC The Moor S106 £5143.99

Total: S106 Funds available to date: £7996.96 – This money can be spent on community open space /community facilities

- PC179/16 Grievance Report – This is still in the hand of the ICO and nothing to report.
- PC212/16 - Need a policy for Appointing Contractors – The Chair stated that Cllr Travis had created a DRAFT policy and suggested a small group of Cllrs review this prior to going to Council. The Chair also stated that the Grass Cutting Contract is due for renewal in March 2017. Once the Appointing Contractors Policy has been approved the grass cutting contract will need to be reviewed. **IT WAS AGREED THAT CLLR REGAN/CLLR HALES AND CLLR TRAVIS REVIEW THE DRAFT APPOINTING CONTRACTORS POLICY.**
- Cllr Travis stated that to Review the Schedule of Policies is still outstanding.
- Other actions on the list are still ongoing.

PC278/16 To approve Terms of Reference for New Working Parties APPENDIX B

CODE OF CONDUCT

The second phase of the work is to:

Propose a new set of Standing Orders to Council, to be adopted before the end of the current civic year (May 2017).

Membership continues as before.

THIS WAS NOTED.

COMMUNICATIONS

The Working Party should consist of up to 6 members, of which up to 3 may be members of the public and one should be the Clerk or Assistant Clerk.

- To make a proposal to council on the format, content, means of delivery and regularity of a Newsletter covering the work of Melbourn Parish Council.
- To propose by the end of March 2017 a format for the Council's Annual Report covering the period May 2016 to April 2017.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HARRINGTON. TO ADOPT THE TERMS OF REFERENCE FOR COMMUNICATIONS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PARISH MAINTENANCE

The Working Party should consist of up to 6 members, of which up to 5 may be members of the public.

- To engage the public to get involved in both reporting work that needs to be done and also in volunteering to carry out work themselves.
- To identify the work¹ which needs to be undertaken on a regular basis around the parish (and not covered by the 3 contracts).
- To draw up a schedule for the identified maintenance, making it clear what can be undertaken by the Village Warden and Assistant Warden, what can be done by volunteers and what will need to be carried out by contractors.
- To draw up a specification for a Framework agreement for the contracted work to be tendered.

To be reported to Council by September 2017 to enable the costs for maintenance in the Precept for 2018/19 to reflect the true cost to the Parish.

IT WAS SUGGESTED THAT THE WARDEN/ASSISTANT WARDEN BE INVOLVED IN THIS WORKING PARTY.

MEMBERS SPOKE ABOUT THE NEED TO UPDATE THE CURRENT ASSET REGISTER WHICH WILL BE USED TO CREATE A MAINTENANCE PLAN AND TO SHOW WHAT MONEY IS REQUIRED.

IT WAS SUGGESTED TO INCLUDE "CLARIFY CURRENT COSTS THEN FIND WAYS TO REDUCE THEM"

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CROSS TO ADOPT THE TERMS OF REFERENCE AS PER THE AMENDMENTS FOR PARISH MAINTENANCE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

TASKS FOR SMALL GROUPS OF COUNCILLORS

LANDSCAPING TO ACCOMPANY THE KOHIMA STONE (WAR MEMORIAL)

- To review the proposals made by the War Memorial Working Party for landscaping around the Kohima Stone; specifically the need for:
 - Soft landscaping
 - Fencing
 - Moving of Lamp post
- To invite Cllrs to a site meeting to explain the proposals on the ground.
- To make a proposal to Council, including current quotes for proposed work.

To report by end February 2017 because this will need to be funded out of 16/17 Precept or Community Grant money in the next FY.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES. TO ADOPT THE TERMS OF REFERENCE FOR LANDSCAPING TO ACCOMPANY THE KOHIMA STONE (WAR MEMORIAL). ALL WERE IN FAVOUR. THIS WAS CARRIED.

ASSETS OF THE PARISH COUNCIL

- To clarify what the Parish Council owns (land and buildings) and identify any areas of land which are not claimed by anyone.
- To present to Council an Asset Register which properly reflects the Council's holdings to enable the insurance policy to be checked as being appropriate?
- To use the asset register to draw up a building maintenance plan and hence propose to Council a target level for earmarked building maintenance funds.

To report by October 2017 so that the work can feed into setting the Precept for FY 18/19.

IT WAS SUGGESTED FOR QUALITY CONTROL PURPOSES THE PARISH COUNCIL IS REQUIRED TO SHOW WHAT IT OWN'S AND WHAT THE PARISH COUNCIL HAS TO MAINTAIN.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR HALES. TO ADOPT THE TERMS OF REFERENCE AS AMENDED FOR ASSETS OF THE PARISH COUNCIL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

GOVERNANCE OF THE PARISH COUNCIL

- To monitor compliance with the criteria set out in the Internal Auditor's report and draft Financial Regulations.
- To audit compliance with the criteria set out under the NALC Council Award and recommend what changes to Council procedures are needed to make the council eligible for the Quality Award.
- To update the council's risk assessments² and identify any which are missing.

To report by May 2017 as the work will be needed for Internal and External Audit at the end of the current Financial Year.

IT WAS SUGGESTED TO INCLUDE A RISK ASSESSMENT MANAGEMENT PLAN.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY. TO ADOPT THE TERMS OF REFERENCE AS AMENDED FOR GOVERNANCE OF THE PARISH COUNCIL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

ACTION: THE CLERK TO EMAIL ALL COUNCILLORS TO ASK WHICH WORKING PARTIES THEY WISH TO BE INVOLVED WITH.

PC279/16 To approve the amended Code of Conduct – APPENDIX C

The Chair presented the amended Code of Conduct.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES TO ADOPT THE AMENDED CODE OF CONDUCT AND CLLRS SHOULD SIGN THE POLICY THIS EVENING. ALL WERE IN FAVOUR THIS WAS CARRIED.

Cllr Harrington raised her concern that being a Landlady of a pub she frequently gets drinks bought for her. **THE CLERK TO LOOK AT MELBOURN PARISH COUNCIL'S GIFTS AND HOSPITALITY POLICY AND TAKE ADVICE FROM CAPALC AND REPORT BACK.**

PC280/16 To agree service standard for correspondence and response time

After discussion it was agreed that The Clerk and Assistant Clerk would acknowledge an email or letter within 3 working days of receipt. If the reply requires information it is the aim of The Clerk and Assistant Clerk to respond within 20 working days of acknowledging the first email. This does not include statutory holidays or when the office is closed. **ACTION: THE CLERK TO POST THIS ON WEBSITE**

The Clerk will keep a spreadsheet of correspondence still requiring action and a date for when a response must be made.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR REGAN THAT THE ABOVE RESPONSE TIME BE ADOPTED. ALL IN FAVOUR. THIS WAS CARRIED.

PC281/16 To discuss and approve moving to a new accountancy package

Due to insufficient information the item has been deferred until Monday 23rd January 2017.

PC282/16 To agree and finalise the Pension Scheme – APPENDIX D

The Chair presented NOW Pensions Cost Projections for Plan 102 and Plan 103 from The Bookkeeper and thanked her for this information.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR HART TO ADOPT PLAN 103 FROM NOW PENSIONS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC283/16 To review the second consideration of DRAFT Precept. - APPENDIX E

The Chair presented the DRAFT Precept and explained each line to members. In particular:

Questions asked by residents -

Why is £3600 needed for Office Supplies in this year's precept. The Chair explained this included annual photocopier hire and usage including ink cartridges.

What does the £11,000 Insurance Cover? The Chair explained this covers ALL of our assets including the Hub, Pavilion, Car Park and more. Came and County Insurance Company specialise in Parish Councils.

Discussions were had about MAYD (Melbourn Area Youth Development) and whether to precept £4000 towards a two session youth club split by the year groups or instead take the payment from the Lightsource Community Grant money.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR TRAVIS TO USE £4000 FROM THE COMMUNITY GRANT MONEY AND NOT FROM 2017/2018 PRECEPT. CLLR REGAN/SHERWEN/NORMAN/HART/PORTER WAS IN AGREEMENT WITH THIS. CLLR

KILMURRAY WAS AGAINST. THIS WAS CARRIED.

CLLR HALES AND CLLR CROSS DECLARED A POTENTIAL NON PECUNIARY INTEREST AS THEY BOTH SERVE ON THE MAYD COMMITTEE AND DECIDED NOT TO VOTE.

The Chair explained the Parish Council adopted the Reserves policy, so the Parish Council reserves should be £123,000 but the Parish Council will have £7,000 if we increase the precept by 5%.

The Chair explained the spreadsheet showed the different scenarios ranging from 0% to 15% increase to the precept. A 0% rise would leave the precept in deficit. The 5% option showed a balanced precept against the proposed spend whilst the higher increases freed up surplus that could be added to the reserves.

Cllr Hales explained that a 5% estimated increase per household per year for a BAND D would be an estimated £3.42 which is an estimated 34p a month rise.

ACTION: CLLR HALES TO CIRCULATE THE IMPACT THIS WOULD HAVE ON BAND B – H.

The money that this Council will spend will be for the benefit of this community not for other communities.

The Chair suggested a formal proposal and decision will need to be made on 23rd January 2017 and proposed a rise of 5% Precept will be titled on the agenda.

PC284/16 To adopt the Vision Statement for The Hub – APPENDIX F

Members felt additional wording was required within this document and therefore could they forward their comments to Cllr Regan for collating. A Revised Vision Statement for The Hub will be placed on the agenda for Monday 23rd January 2017 for approval

PC285/16 To agree the process for replacing current Hub Directors – APPENDIX G

The Chair explained the Parish Council received a letter on 22nd November 2016 stating that when the Parish Council put forward the names of 3 new Directors all the current Directors would resign.

A second letter was sent by the Hub Management Group on 12th December to 'clarify the situation regarding our resignations as Directors'. The final sentence says that the plan is now for all the remaining Directors to remain in place until new Directors are appointed and we do not wish this to continue beyond the 2017 AGM, which we now know will take place on 22nd February 2017.

The Chair, The Clerk and Councillor Hales had a meeting with the solicitors after this letter had been received. The Chair reminded Members that it was CAPALC's advice that Melbourn Parish Council should get an independent legal position on what the Parish Council should do.

The Plan is as follows:

- The Clerk wrote to Councillors asking for volunteers to become Hub Directors to fulfil the need for a minimum of 3 new Directors. Cllrs Porter, Shepherd, Kilmurray and Cross have put themselves forward. So the next stage is for the Clerk to write to the Management Group with applications from these Councillors to confirm that the handover can take place at the AGM.
- The discussion with the solicitors then went on to decide what role the Parish Council can

- play in encouraging other people to come forward as Directors.
- The proposal is that the Parish Council organises its own publicity for the AGM and encourages members of the public to put themselves forward to become Hub Directors. The Parish Council will encourage anyone who has an interest in the future of the Hub to attend the AGM and vote.
- Melbourn Parish Council will do this by putting an information leaflet and application form through all doors.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR HART TO ACCEPT THE ABOVE PROPOSAL. ALL IN FAVOUR. THIS WAS CARRIED.

PC286/16: Correspondence

a) Any other correspondence at time of meeting

- There was nothing to report
- Fields in Trust – Worcester Way – This was noted and The Warden will now erect the Fields in Trust Plaque. – **APPENDIX H**

PC287/16 To accept notices and matters for future agendas

a) Suggestions from Councillors

- Cllr Hales announced the next Celebrating Ages Event will be held at Melbourn Village College on Tuesday 14th February 2017 at 2pm.

At 9.12pm Standing Orders were suspended.

b) Suggestions from Members of the Public

- Any further developments in the coming year must be well costed and publicised.
- Rateable values for the Car Park – Melbourn Car Park is rated at 235.00 per car park space. Histon is £155. Why are the rates so high? **ACTION: THE CLERK TO LOOK INTO THIS**
- The process of the Hub Management AGM
- MAYD minutes not available on the website. **ACTION: CLERK**
- Co-option for 15th Councillor – When will this be advertised.

At 9.18pm The Chair reinstated Standing Orders

At 9.19pm The Chair closed the meeting

PC 277/16

OUTSTANDING ACTIONS¹ FROM PREVIOUS PARISH COUNCIL MEETINGS

REF.	ACTION	WHO?	STATUS
10 October 2016			
PC 89/16	SCDC guidelines for Planning consideration to be sent to Councillors	Clerk	Superseded by intention to have a whole Council training session on planning. TBA
PC 98/16	Investigate changing banks to one more suited to a Parish Council	Clerk	
24 October 2016			
PC 128/16	Consider when to run the annual awards for the community		Possibly at the Annual Parish meeting
31 October 2016			
7 November 2016			
PC 147/16	Bring amended ToRs for Planning Committee	Clerk/JN	Ready to go
PC 150/16	Meeting with Philip Kratz on 199 homes Stage II	Clerk	Needed for Precept
14 November 2016			
PC 162/16	To seek approval for the landscaping and fencing for the War Memorial		To go on agenda in NY. Council to see what is proposed on the ground.
PC 169/16	Investigate Social media	AssClerk/Cllr Cross	Meeting held and proposal ready to circulate.
	ToRs for a WP to propose a regular Newsletter	JN	
	<i>Look at what other points from the policy need to be taken forward</i>	JN	Agenda for 16 January
PC 171/16	To determine what s106 money is still available to spend	Clerk	
21 November 2016			
PC 179/16	Report as soon as any further information received from the Information Commissioner's Office about the outstanding Grievance report	Clerk	Nothing to report

¹ These are significant actions, not a comprehensive record

PC 180/16	Seek users views on the speedbumps in the car park			
PC 181/16	Flood awareness WP	S v de v		1 st meeting proposed in March
PC 183/16	Article on Public Rights of Way for MM	JN		Article submitted and contact made with Ramblers Association and Melbourne U3A walkers.
28 November 2016				
PC 195/16	Make a proposal to Council about moving to a new accounting system	Bookkeeper		Priority because needs to be done for the beginning of the next FY
	Finalise the lease with Little Hands	Clerk		Priority because PC needs increased rent to balance its budget
PC 196/16 <i>Postmeeting</i>	Look at a better way to consider the grant applications	Clerk		Single issue meeting to include report back on how money spent if previous grant.
PC 201/16	Adopt a Vision for the Hub (future agenda)	Clerk		Agenda for 16 January
5 December 2016				
PC 212/16	Need a policy for appointing contractors	JT		3 contracts to award shortly so needs to be done
	Appoint small group of Councillors to look at IA actions/risk assessments (agenda item)	Clerk		Agenda 16 January
	Sort out insurance/maintenance arrangements for the play parks	Clerk		
PC 213/16	Adopt Financial Regs	Clerk/Bookkeeper		Before the end of the FY
PC 216/16	Lack of clarity about what the PC owns and so should maintain. Asset Register needs to be completed	?? Small Group?		Agenda 16 January
	Clarify the amount paid to SCDC for emptying of dog and litter bins. Is there a cheaper way?	Clerk		
	Need comparable quotes for the Little Hands car park – specification needed	JR		
PC 217/16	To consult about the demand for a new skateboard ramp			At PSG in first instance

PC 221/16	Need for a maintenance programme for the upkeep of the village and then a framework agreement can be tendered	?? Small group as for 216/16	Agenda 16 January
12 December 2016			
PC 229/16	Find out about interest in a cricket wicket in Melbourn from Thriplow cricket club	S-A H	Grant application in hand
PC 232/16	Risk assessments and contracts need for Warden and Assistant Warden	HR Panel	
PC 234/16	To decide whether to apply for the NALC award in the light of it being for 4 years or wait till new Council is in place		Do under report on minutes of 12 December
PC 237/16	Booklet to residents informing them of what the Parish / Cambridge County and South Cambs District Council are responsible for	JN to draft	Article prepared for next Melbourn Magazine
19 December 2016			
PC 246/16	Policy for policies and review schedule	JT	Agenda for 16 January
PC 250/16	Membership benefits and costs	JN	Agenda for 16 January
	Other queries on Precept	Various	

PC 278/16.

TERMS OF REFERENCE FOR NEW WORKING PARTIES

CODE OF CONDUCT

The second phase of the work is to:

Propose a new set of Standing Orders to Council, to be adopted before the end of the current civic year (May 2017).

Membership continues as before.

COMMUNICATIONS

The Working Party should consist of up to 6 members, of which up to 3 may be members of the public and one should be the Clerk or Assistant Clerk.

- To make a proposal to council on the format, content, means of delivery and regularity of a Newsletter covering the work of Melbourn Parish Council.
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PARISH MAINTENANCE

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- To identify the work¹ which needs to be undertaken on a regular basis around the parish (and not covered by the 3 contracts).
- To draw up a schedule for the identified maintenance, making it clear what can be undertaken by the Village Warden and Assistant Warden, what can be done by volunteers and what will need to be carried out by contractors.
- To draw up a specification for a Framework agreement for the contracted work to be tendered.

To be reported to Council by September 2017 to enable the costs for maintenance in the Precept for 2018/19 to reflect the true cost to the Parish.

¹ Cutting of hedges, tree work, maintenance of hard landscaping and hardware such as seats, for example.

TASKS FOR SMALL GROUPS OF COUNCILLORS

LANDSCAPING TO ACCOMPANY THE KOHIMA STONE (WAR MEMORIAL)

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 - Soft landscaping
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ASSETS OF THE PARISH COUNCIL

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GOVERNANCE OF THE PARISH COUNCIL

- To monitor compliance with the criteria set out in the Internal Auditor's report and draft Financial Regulations.
- To audit compliance with the criteria set out under the NALC Council Award and recommend what changes to Council procedures are needed to make the council eligible for the Quality Award.
- To update the council's risk assessments² and identify any which are missing.

To report by May 2017 as the work will be needed for Internal and External Audit at the end of the current Financial Year.

² Those relating to HR will be done by the HR Panel

PC279/16

MELBOURN PARISH COUNCIL

Doc. No. 1.0
Version Final
Review Date: Jan 2018

Members' Code of Conduct

To be signed by all Councillors annually at the Annual Parish Council Meeting in May

PURPOSE: Melbourn Parish Council (MPC) has adopted this Code of Conduct as required by Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour.

SCOPE

This Code applies to any member of Melbourn Parish Council whether elected or co-opted. An "officer" refers to an employee of a Council (Parish, District or County) who put the policies of the elected council into practice.

It applies whenever you are acting, claim to act or give the impression that you are acting in your capacity as a member of MPC, including:

- i. At formal MPC meetings
- ii. When acting as a representative of MPC
- iii. Taking any decision as a Councillor
- iv. Discharging your functions as a Councillor
- v. Corresponding with MPC other than in a private capacity

'Meeting' means any meeting organised by or on behalf of MPC, including:

- i. Council, committee or Working Party
- ii. Any briefing by Officers (of MPC, SCDC or CCC)
- iii. Any site visit to do with the business of MPC

The Code is based on the 7 principles which apply to the conduct of people in public life – the 'Nolan principles', and you should always act according to them.

The Nolan Principles

Selflessness – you should act in the public interest

Integrity – you should not put yourself under any obligations to others, allow them to act improperly to influence you or seek benefit for yourself, family, friends or close associates

Objectivity – you should act impartially, fairly and on merit

Accountability – you should be prepared to submit to public scrutiny necessary to ensure accountability

Openness – you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

Honesty – you should always be truthful

Leadership – as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour

As a Member of Melbourn Parish Council, you are expected to:

- i. Conduct yourself according to the principles set out in **Section 1**.
- ii. Work together with your fellow Councillors as a team and promote the integrity and openness of MPC, as set out in **Section 2**.
- iii. Comply with statutory requirements relating to registration and disclosure of interests, as set out in **Section 3**.

Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.

If a member of the public who knows the relevant facts would reasonably think the personal interest is so significant that it is likely to prejudice the member's judgement of the public interest, then the Councillor should declare it and withdraw from the discussion. Ian Dewar CAPALC 2016

"If in doubt, get yourself out"

*Public Interest: Anything affecting the rights, health, or finances of the public at large.

I have read and will abide by this Code of Conduct

Name:

Signature:

Date:

SECTION 1. GENERAL CONDUCT

1. You must promote and support high standards of conduct, and do nothing which causes MPC to act unlawfully.
2. You must not do anything through your office or MPC to dishonour or discredit someone or something ("bring into disrepute").
3. You must provide leadership by example.
4. You should encourage participation within your community.
5. You must treat others with respect and promote equality as set out in the MPC Equality and Equal Opportunity policies
6. You must not bully or threaten any person either as an individual or part of a group. You must also not allow others to bully or threaten on your behalf.
7. You must respect the confidentiality of information which you receive as a Member by:
 - i. Not disclosing confidential information to 3rd parties **unless** required to do so by law or where there is a clear and over-riding *public interest in doing so.
 - ii. Not obstructing 3rd parties' legal right of access to information.
8. You must exercise your independent judgement, taking decisions for good and substantial reasons by:
 - i. Preparing for council meetings by doing all necessary reading and research. This should include listening to the advice of MPC's Proper Officer/Responsible Financial Officer (the Clerk) and the Assistant Clerk, paying attention to public opinion and (if necessary) seeking the views of a range of interests.
 - ii. Entering Council meetings with an open mind ready to listen actively by asking questions for clarification and admitting if anything is not understood.
 - iii. Being prepared to state clearly and publically the reasons for each of your voting decisions.
9. You must ensure that the resources of MPC are not used to promote any political party or political activity. You must not use MPC resources for any private business.

SECTION 2. TEAM WORKING AND PROMOTION OF MPC'S INTEGRITY AND OPENNESS

All members of Melbourn Parish Council will:

1. Read and comply with the requirements of MPC's Standing Orders and policies.

2. Be civil at all times, and maintain good working relationships with all members and officers, and any other group or individual working with MPC.
3. Listen to and respect the views of others even when they disagree.
4. Not engage in group actions that are divisive to the Council body as a whole. This includes forming factions and taking actions to promote these factions at the expense of the Council body.
5. Not tolerate unacceptable behavior (see Box below) in meetings or in written communications.
6. Accept collective responsibility for all decisions taken honourably and in the interests of the community. If a member of MPC believes a decision was taken dishonourably, then consult the MPC Whistle-blowing Policy to see what further action to take. (If a member feels strongly that they cannot support a decision which was taken honourably, then resignation is an option).
7. Not blame other Councillors if, in hindsight a mistake has been made, but use the process in the MPC Standing Orders to correct the mistake.
8. Be prepared to request that MPC make a public apology if, for any reason, the consequences of any Council decision have caused widespread anger, concern or stress to members of the public.
9. Start from the position of full openness in all MPC actions and information. Confidentiality of information is dealt with in Section 1.7 above
10. Communicate key issues and progress to the community on a regular and frequent basis as set out in MPC's Community Engagement Strategy.
11. Be willing to undertake regular training including refresher training. (See MPC Training & Development Policy)
12. Comply with best practice for the functioning of Parish Councils as set out by the National Association of Local Councils (NALC), and seek continuous improvement in MPC's systems and processes.

"Unacceptable Behaviour"

1. In meetings, unacceptable behaviour is covered in the Standing Orders.

In summary, if the Chair considers that a member has broken the provisions of Standing Order 33 (a), they tell the Council and invite a proposal to either:

- Ask the member to remain silent; or
- Ask the member leave the meeting.

As a last resort, the Chair may suspend the meeting.

2. In writing, a member who thinks there has been unacceptable behaviour, should ask the Chair to investigate whether the Code of Conduct has been broken.

SECTION 3. REGISTRATION AND DISCLOSURE OF INTERESTS

Registration

You must register (through the Clerk or Assistant Clerk) with the SCDC Monitoring Officer within 28 days of being elected or co-opted any interests listed in the Boxes A and B on pages 4 and 6. You must ensure that your Register of Interests is kept up to date and notify the Monitoring Officer (through the Clerk or Assistant Clerk) in writing within 28 days of becoming aware of any change in your interests.

If you have declared an interest with the Monitoring Officer, you are not obliged to declare that interest at each meeting. However, to avoid requests to the Clerk for clarification or under the Freedom of Information Act, it is best practice to make a declaration whenever it is relevant.

Gifts and Hospitality

You must, within 28 days of receipt, declare any gift, benefit or hospitality with a value in excess of £50 except:

- i. Any that you receive from family and friends that are not related to your position as a member of MPC. ***You should however question any such gift or hospitality offered from an unusual source;***
- ii. Facilities or hospitality provided to you by MPC; and
- iii. Gifts given to MPC which you accept formally on MPC's behalf and are not retained by you personally

The procedure to be followed is set out in the MPC Gifts and Hospitality Policy. The form must be submitted to the SCDC Monitoring Officer.

You must immediately report to the SCDC Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered as a criminal offence may have been committed.

Box A: Disclosable Pecuniary Interests

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

Interest	Prescribed description
Employment, office, trade profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority: (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) The landlord is the relevant authority; and (b) The tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) That body (to M's knowledge) has a place of business or land in the area of the relevant authority; and

Cont'd

Box A Disclosable Pecuniary Interests cont'd

(b) Either:

- (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Additional considerations

Pensions	If you receive a pension or gratuity from past employers, this should be disclosed, as it infers a level of contact with that company/companies greater than another person sitting at the table.
Loss	If a decision may result in a loss (as opposed to a pecuniary gain), this should be declared, whether that loss is to you or one that you may cause to another person.

For this purpose:

'the Act' means the Localism Act 2011;

'body in which the relevant person has a beneficial interest' means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

'director' includes a member of the committee of management of an industrial and provident society;

'land' excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

'M' means a member of the relevant authority;

'member' includes a co-opted member;

'relevant authority' means the authority of which M is a member;

'relevant period' means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

'relevant person' means M or any other person referred to in section 30(3)(b) of the Act;

'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other

Disclosable Pecuniary Interests

You have a disclosable pecuniary interest if a description of it appears in Box A above **and** either:

- i. it is an interest of yours; or
- ii. you know that it is an interest of a "relevant person", that is: your spouse or civil partner; a person with whom you are living as husband or wife; or a person with whom you are living as if you were civil partners.

When you have a disclosable pecuniary interest, you:

- i. Must make a verbal declaration of the existence and nature of any disclosable pecuniary interest at or before the consideration of that item of business or as soon as the interest becomes apparent.
- ii. Must not (unless you have obtained a dispensation from the SCDC Monitoring Officer, using the process specified by the MPC Standing Orders):
 - Participate (further) in any discussion of the matter; or
 - Remain in the room whilst the matter is debated or participate in any vote taken at the meeting.

If a member of the public who knows the relevant facts would reasonably think the personal interest is so significant that it is likely to prejudice the member's judgement of the public interest, then the Councillor should declare it and withdraw from the discussion. In other words: Ian Dewar CAPALC 2016

"If in doubt, get yourself out"

Non-Statutory Disclosable Interests**Box B Scope of 'interest'**

An interest which relates to or is likely to affect any body:

- (a) Exercising functions of a public nature; or
- (b) Directed to charitable purposes; or
- (c) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trades union) of which you are a member or in a position of control or management.

You have a 'non-statutory disclosable interest in an item of business of MPC where:

- i. It relates to or is likely to affect any of the interests listed in Box A but in respect of a member of your family (other than a 'relevant person') or a person with whom you have a close association; or

- ii. A decision in relation to that business might be regarded as affecting the well-being or financial standing of you or someone with whom you have a close association to a greater extent than it would affect the majority of the inhabitants of the Parish of Melbourn; or
- iii. It relates or is likely to affect any of the interests in Box B and that interest is not a disclosable pecuniary interest.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a non-statutory disclosable interest in that item, you must make verbal declaration of the existence and nature of that interest at or before consideration of that item, or as soon as the interest becomes apparent.

Document Approval:

Chair to Melbourn Parish Council:

Date of Parish Council Meeting:

Review Policy: Every 12 months

APPENDIX D

To Oct 17

*Sample
Salary*

M1 2998.73
M2 3648.83
M3 3346.27

Q1 Total Cost

**Annual Cost to
Employer**

Plan 102

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
29.99	59.97	36.00	95.97
36.49	72.98	36.00	108.98
33.46	66.93	36.00	102.93
99.94	199.88	108.00	307.88

1231.51

Plan 103

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
29.99	59.97	36.00	95.97
36.49	72.98	36.00	108.98
33.46	66.93	36.00	102.93
99.94	199.88	108.00	307.88

1231.51

Oct 17-Oct 18

*Sample
Salary*

M1 2998.73
M2 3648.83
M3 3346.27

Q1 Total Cost

**Annual Cost to
Employer**

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
89.96	89.96	36.00	125.96
109.46	109.46	36.00	145.46
100.39	100.39	36.00	136.39
299.81	299.81	108.00	407.81

1631.26

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
59.97	119.95	36.00	155.95
72.98	145.95	36.00	181.95
66.93	133.85	36.00	169.85
199.88	399.75	108.00	507.75

2031.01

Oct 18 Onwards

*Sample
Salary*

M1 2998.73
M2 3648.83
M3 3346.27

Q1 Total Cost

Annual Cost to Employer

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
149.94	119.95	36.00	155.95
182.44	145.95	36.00	181.95
167.31	133.85	36.00	169.85
499.69	399.75	108.00	507.75

2031.01

<i>EE Cost</i>	<i>ER Cost</i>	<i>Management fee</i>	<i>Total ER Cost</i>
89.96	179.92	36.00	215.92
109.46	218.93	36.00	254.93
100.39	200.78	36.00	236.78
299.81	599.63	108.00	707.63

2830.52

APPENDIX E

PC-283716

5% increase

Item	CATEGORY	2017/18
		Projection
1	Audit Fees internal/external	1,500.00
2	Community Engagement	500.00
3		-
4		-
5	Elections	1,500.00
6	Parish Van	1,300.00
7	Handymen/Caretaker + all ni tax	25,000.00
8	Hire of Outside venues	-
9	Insurances	11,000.00
10	Membership of Societies	980.00
11	Handyman Materials	500.00
12	Parish Clock	180.00
13	Parish Office License	12,775.00
14	Pension contributions	1,800.00
15	Salary - Clerk	20,328.88
16	salary - Clerks assistant	10,239.84
17	salary - bookkeeper	1,000.00
18	Project development	-
19	Office Supplies	3,600.00
20	Training	1,500.00
21	Councillor Expenses	-
22	Accounting software	120.00
23		-
24		-
25	PWLB - Hub	32,954.20
26	PWLB - Car Park	13,285.57
27	PWLB - Car Park Overrun	3,215.98
28	Community Planning	1,000.00
29		-
30		-
31	Orchard Rd cemetery rates	191.00
32	New Rd cemetery rates	672.00
33	Hub Rates	-
34	Car park rates	5,831.00

35	Pavilion rates	2,423.00
36	old fire station rates	-
37		-
38		-
39		-
40	Hub Support Grant	15,000.00
41	Allotments Maintenance	1,000.00
42	Village Maintenance (green)	7,000.00
43	Village Maintenance (hard)	-
44	Grass cutting contract	4,000.00
45	Cemetery - Orchard Rd.	1,500.00
46	All Saint's Churchyard	1,000.00
47	Cemetery - New Road	1,500.00
48	Cemeteries contract	13,000.00
49	Play Areas & Recreation	2,000.00
50	Grounds maintenance	9,360.00
51		-
52	MAYD	4,000.00
53		-
54	Pavilion	500.00
55	Pavilion rates	-
56	Highways & Footpaths	1,000.00
57	Street Lighting	1,500.00
58	Litter and Dog bin	1,600.00
59	Earmarked Reserves Asset Main	2,500.00
60	General Reserves	7,000.00
61	Balance sum/adjustment sum	-
62	Community Benefit available	37,500.00
63	Budget required (spend)	226,856.47
64	Total of all income	21,860.12
65	Budget Required	204,996.35
66		
67	From Reserves	-
68	Gov / scdc grant	-
69	\$106 reserves	-
70	All income + Precept	226,852.94
71		-
72	Deficit or Surplus	36.47

	Underspend of community grant (carried over)	-
73	Precept Tax Base	205,032.82
75	Percentage Rise	5.00%
76	Increase in precept	9,763.47

0% increase

72	Deficit or Surplus	9,727.00
	Underspend of community grant	
73	(carried over)	
74	Precept Tax Base	195,269.35
75	Percentage Rise	0.00%
76	Increase in precept	

7.5% increase

72	Deficit or Surplus	4,918.21
	Underspend of community grant	
73	(carried over)	-
74	Precept Tax Base	209,914.56
75	Percentage Rise	7.50%
76	Increase in precept	14,645.20

15% increase

72	Deficit or Surplus	19,563.41
	Underspend of community grant	
73	(carried over)	-
74	Precept Tax Base	224,559.76
75	Percentage Rise	15.00%
76	Increase in precept	29,290.40

2% increase

72	Deficit or Surplus	5,821.61
	Underspend of community grant	
73	(carried over)	
74	Precept Tax Base	199,174.74
75	Percentage Rise	2.00%
76	Increase in precept	3,905.39

10% increase

72	Deficit or Surplus	9,799.94
	Underspend of community grant	
73	(carried over)	-
74	Precept Tax Base	214,796.29
75	Percentage Rise	10.00%
76	Increase in precept	19,526.94

PC 284/16 . 1

DRAFT 2

MELBOURN COMMUNITY HUB
STRATEGIC VISION JANUARY 2017

Introduction

The Melbourn Hub operates for the benefit of the community in keeping with the present and future wishes of its freehold owner: The Parish Council. This document sets out the strategic vision of the owner to ensure that the hub premises are maintained to enhance its attractiveness to the community and to set the agenda for the hub delivery arm, the Hub Management Group.

Vision

The hub should be the facility of choice for the community of Melbourn, the population of surrounding towns and villages and business/public sector users fully meeting their expectations in terms of performance and meeting expectations of quality of service.

The hub should also be an employer of choice for staff, both paid and voluntary, be an equal opportunities employer, and have a culture where all staff are encouraged to be pro active and deliver the high levels of service expected to support the vision. Staff are to be treated fairly and equitably, trained and developed as required to maximise opportunities, and should where possible be consulted on service and quality issues

Objectives

The Parish Council and Hub Management Group will work in partnership and successfully to deliver the Parish Council's strategic vision. The following objectives reflect the strategic vision for 2015/16:

- The Hub will provide a community space that will appeal to individuals, community groups and businesses alike and generate sufficient income to meet its running costs and to invest in the local community.
- The Hub will provide a multi- functional facility that includes conference facilities, library space and café that is considered by the Melbourn community and external business users as their ideal choice to meet and eat.
- The Hub meeting spaces will be utilised significantly throughout the week and will attract community and local business users with a range of options and packages that meet diverse needs whilst retaining the community ethos of the building.
- The library will have a strong membership, contributing to village leisure, information and education.

- The Hub will have an excellent widespread reputation for efficiency, quality, value, ambience and customer service with its range of customer services and commitment to continuous improvement.
- The Hub will provide employment opportunities and attract and retain staff and volunteers to manage the Hub, through excellent working conditions, high motivation, recognition and a strong sense of community.

Review

This document will be reviewed on an annual basis in the lights of trends ,changing markets, customer feedback and performance.

PC285/16

**Melbourn Community Hub Management Group
Melbourn Community Hub
High Street
Melbourn
SG8 6DZ**

12 December 2016

Mrs Sarah Adams
Melbourn Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
High Street
Melbourn SG8 6DZ

Dear Sarah

I am writing on behalf of my fellow directors to clarify the situation regarding our resignations as directors from Melbourn Community Hub Management Group ("MCH").

On receiving your letter of 1st November 2016 we were concerned that this seemed to imply that MCH must be run in the future as a profitable business venture in order that there should be no further financial dependence on Melbourn Parish Council ("MPC").

Our concerns were twofold: first, this seemed to us to be a complete reversal of the original objectives of The Hub, which was to provide a range of facilities to the local community at little or no cost, and that any profits arising from the cafeteria and the commercial letting of rooms would only defray some of these costs; second, as we are all volunteers, with many constraints on our time, we would be unable to commit enough time to achieve this.

We feel that MCH has achieved all of the objectives in providing the facilities requested by the local community and we know that MCH has been managed efficiently, as evidenced by the fact that the trading deficit has halved in the 12 months to 30 September 2016 compared to the corresponding previous 12 months.

It therefore seemed to us that it would be in the best interests of both MPC and MCH that we should step down and that MPC should find suitable persons to take our place to move the company forward in the way that you intend. As the Articles of Association of MCH state that there must be a minimum of three directors, we felt that the simplest way forward would be for MPC to put forward the names of three persons willing to act and that we, as directors, would accept these appointments. Once new directors were in place, we can then resign from

the company. Our letter to you of 23 November 2016 stated our intention to resign and we outlined the process to achieve this.

You will be aware from the legal point of view, that the only way that a director of MCH can resign is by stating his or intention to do so to the other directors, and to date only Stuart Cook has done so, and he made it clear to us some time ago that he intended to withdraw from MCH by the end of this year for personal reasons.

As MCH is a Company Limited by Guarantee, there is no means for a third party to remove a director, except at the Company's AGM when certain directors, by rotation, must stand for re-election and there would be the ability for the eligible voting public not to re-elect such director.

At the present time we are concerned that until new persons are found who are willing to act as directors, there should be continuing supervision of the present management of The Hub to ensure that the high demands expected of them are met, and also there should be sufficient directors available at any time to provide two signatories on the bank account. We are therefore agreed that we should all remain in place in this interim period until new directors are appointed. However, we do not wish this to continue beyond the 2017 AGM at which point we will not offer ourselves for re-election.

Yours sincerely


Jonathan Berks
Acting-Chairman

PC 286/16(b)



WELCOME

from former England
international footballer,
Graeme Le Saux.



Unit 2D Woodstock Studios
36 Woodstock Grove
London W12 8LE
020 7427 2110
info@fieldsintrust.org

Dear Sarah,

On behalf of everyone at Fields in Trust thank you for protecting **Worcester Way** in perpetuity. We are pleased to welcome you to the UK wide family of spaces protected by Fields in Trust and to enclose your commemorative plaque to display to indicate its protected status.

I was very fortunate that growing up in Jersey I had a huge amount of access to outdoor spaces and it was something I really appreciated as a youngster, not just because I wanted to be a football player but also because I was able to spend time outdoors with my friends. I understand how important these spaces and the opportunities they provide for our communities are as and so I am really pleased that that Melbourn Parish Council has recognised the value of protecting the site well for future generations to enjoy

We hope that you will keep in touch with us through David Sharman for ongoing support and advice. There are a variety of ways you can be part of our continuing work: by completing the enclosed form and joining up as a member, signing up for our monthly ezine and following us on Facebook, Twitter and LinkedIn.

There are many benefits to protecting a site with Fields in Trust including a specially negotiated discount with our Insurers Aviva.

To find out more, visit www.fieldsintrust.org/welcome where you'll see a wealth of information on:

- Plaque unveiling and PR potential
- Funding opportunities
- Resources to help ensure the success and sustainability of green spaces
- Planning guidance – *Beyond the Six Acre Standard*
- Details about our annual Awards – why not nominate your site?
- How to access free resources as part of our annual *Have a Field Day*

We hope that you will consider organising an event to unveil your plaque to celebrate the site's newly protected status. We know from the hundreds of unveilings that have taken place over the past few years that it will be something local people will welcome, and what better way to tell your community that their valued green space has been protected forever?

With best wishes

Graeme Le Saux, Fields in Trust Ambassador



National Playing Fields Association operating as Fields in Trust. Incorporated by Royal Charter. Reg. Charity No. 306070. Reg. Company No. RC000370