

MELBOURN PARISH COUNCIL MINUTES

Minutes of a Meeting of the Parish Council held on Monday, 19 December 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Assistant Clerk, District Cllr Barrett and County Cllr S v d Ven and 6 members of the public.

- PC238/16 To receive apologies for absence**
Cllr Harrington for work commitments. The Clerk, Cllr Cross, Cllr Shepherd, Cllr Siva and Cllr Stead for personal reasons.
- PC244/16 To receive a report from County Cllr van de Ven**
This item was moved up the agenda to enable County Cllr van de Ven to leave the meeting early due to other commitments. County Cllr van de Ven presented her report – attached as Appendix A. County Cllr van der Ven was thanked for her report.
- PC239/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**
Cllr Travis for PC252/16 – Planning Application from Mr and Mrs Hoad. Non pecuniary interest as neighbour to the property under discussion.
- PC240/16 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 7:30pm the Chair Suspended Standing Orders

- (a) The Chair suggested that the planning application relating to 18 Greenbanks be discussed at item PC252/16(a) to enable Mr and Mrs Durrant to participate in the discussion.
- (b) Mr Stapleton raised concerns about the operation of MCHMG, particularly:
 - Hub directors had confirmed that they intended to resign in a letter dated 22 November 2016 to resign but only Mr Cook has resigned.
 - There have been 26 directors over the last 3 years, 21 having resigned.
 - The credit card used for café and other purchases has been cancelled.
 - Website site has been taken down.
 - Hub appears to be continuing to operate because of managers' cooperation.
 - No response appears to have communication received since the letter of 16 November.
 - Recent Hub accounts are not available on the Parish Council website.Mr Stapleton requested that the Parish Council discuss and respond to the above. The Chair thanked Mr Stapleton for his comments.
- (c) Mr Forbes noted that minutes of 5 December incorrectly attributed a comment relating to the Fish Man to him. The Chair confirmed that the Clerk would amend the minutes accordingly.

At 7.35pm the Chair reinstated Standing Orders

PC241/16

To approve the Minutes of the Parish Council Meeting 5 December 2016

PC210/16

It was noted that the comment attributed to Mr Forbes at item PC210/16 should be amended as follows:

'The Kebab Man has a trading Licence. The Clerk to get clarification to see if the Fish Man has a licence to trade ...'

PC216/16

It was noted that this item requires clarification. To be included as an item for a future agenda to discuss possibility of Parish Council applying for ownership of the land.

PC217/16

It was discussed that further information relating to a skateboard ramp was necessary and that the wording for this proposed be amended as follows:

'THE COUNCIL AGREED TO CONSULT ABOUT THE DEMAND FOR A NEW SKATEBOARD RAMP FOR THE VILLAGE'

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN TO ACCEPT THE AMENDMENTS. EIGHT WERE IN FAVOUR, ONE WAS UNABLE TO VOTE AS THEY WERE NOT AT THE LAST MEETING. THIS WAS CARRIED.

PC242/16

To report back on the minutes of the Parish Council Meeting 5th December 2016

The Assistant Clerk reported as follows:

- **PC211/16:** The Clerk has contacted North Herts Surfacing for a revised quote.
- **PC212/16:** The Clerk is progressing recommendations made.
- **PC213/16:** The Clerk and the bookkeeper are reviewing Financial Regulations.
- **PC214/16:** The Clerk is seeking legal advice.
- **PC215/16:** A noticeboard for the Parish Office has been purchased.
- **PC216/16:**
 - (A) The Clerk contacted HCGM and reported to Councillors by email.
 - (C) The Clerk had reported back to Councillors on information from Land Registry.
 - (D) The Clerk had received clarification on this item and report to Councillors.
 - (E/F/G/H/I/J/K) The Clerk had received confirmation that the prices were to stay the same. The Clerk had also contacted the Insurance Company and no further action was required.
 - (L) The Clerk had contacted Cambridge Fencing.
 - (M) The rubber matting had been ordered.
 - (N) This action has been completed by the Clerk.
 - (O) Adobe Acrobat will be installed on the Clerk's computer.
 - (R) The Clerk had received confirmation that no treatment would be required for a further 5 years.
 - (T) The Clerk had requested a discount from HCGM but advised none was available.

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 suggested that if ownership of the land at the bottom of Maple Way cannot be established, the Parish Council seek to claim ownership.

- PC243/16** **To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account**
- Payments were approved.
- The Chair noted an invoice had been received from Morley Manufacturing for repairs to the gate at The Moor.
- IT WAS PROPOSED CLLR TRAVIS TO ACCEPT THE TRANSACTION LISTING. SECONDED BY CLLR GATWARD. ALL IN FAVOUR. THIS WAS CARRIED.**
- PC245/16** **To receive a report from District Cllrs Barrett and Hales**
- District Cllr Barrett confirmed that there are no formal meetings at the moment and therefore nothing to report.
- PC246/16** **To discuss and approve the revised Index System for Melbourn Parish Council Policies**
- Revised Index for New Councillors' Pack was presented. There was discussion about system for identifying latest version of a document. It was suggested that policies be reviewed every 4 years. Cllr Travis was thanked for his work on the policies and noted that this would be of use in seeking the Local Council Award Scheme. Policy for Policies, Grievance and Disciplinary Procedures to be discussed at the next meeting.
- PC247/16** **To approve additional Car Park Legal Fees of £234.00.**
- The Chair noted that legal costs in respect of advice relating to the car park had exceeded the initial estimate of £800.
- CLLR HALES PROPOSED TO APPROVE ADDITIONAL LEGAL FEES OF £234. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.**
- PC248/16** **To discuss the background and potential projects for 2017/18 relating to Highways.**
- The Chair read out an emailed report from Cllr Stead (received after the meeting pack had been prepared). Noted that the HGV covenant will go on Planning Committee Agenda in the new year. There was discussion with regard to 20mph speed limit. Also discussion as to discussions with Skanska. Noted that an update had been communicated to the Clerk. This may result in future work for the Highways Committee. The Chair noted that this should be an agenda item in the new year. **ACTION: Clerk to speak to Skanska to arrange for them to brief Council in the new year.**
- The Chair queried if projects will have costs attached to them as this will need to be considered in precept setting.
- PC249/16** **To discuss and agree a Pension Provider for Melbourn Parish Council**
- The Chair noted that staging date is 1 January 2017. Decision required at the meeting in order to avoid a fine of £50 per day. The Chair referred to private briefing on 3/10/16 and subsequent session on 22/11/16 with pension adviser. Mrs Cooper had presented details of three pension providers. It was agreed that NOW: Pensions appeared to be a good option.

CLLR KILMURRAY PROPOSED THAT THE COUNCIL GO WITH NOW: PENSIONS. SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

Further discussion to be had with regard to which Plan. Agreed that the Parish Council should ask Mrs Cooper to register with Now: Pensions with a request that she provides costings for Plan 102 and Plot 103.

CLLR REGAN PROPOSED THAT THE COUNCIL REQUEST MRS COOPER TO REGISTER WITH NOW: PENSIONS AND PROVIDE A COSTING FOR PLAN 102 AND PLAN 103 FOR CONSIDERATION. SECONDED BY CLLR HART. ALL IN FAVOUR. THIS WAS CARRIED.

PC250/16

First iteration of the Precept

The Chair noted that this item was on the agenda for initial discussion.

[Cllr Porter left the meeting.]

The Chair noted two projections based on 5% and 8% increase in the precept. Also noted that there was no allowance for money carried over from this financial year. Noted that income has been consistently over-estimated in the past. New projections include rent from Little Hands (Lease to be reviewed as a matter of urgency) and allotment rents. Obligatory spending in white, discretionary spending highlighted. The Chair noted headings previously used were inaccurate and this had led to previous precept settings being consistently under-estimated. Noted that no projects have been included for the next financial year.

- Audit fees – obligatory.
- Community engagement (was Chairman's Fund) – discretionary
- Elections – discretionary. **ACTION: Cllr Hales to seek clarification on sharing costs with SCDC**
- All staff contributions included in one sum.
- Outside venues – for larger meetings etc.
- Insurances - agreed to shop around in future.
- Memberships. **ACTION: The Clerk to clarify which memberships are essential**
- Bookkeeper – included on the assumption that accounting software is changed.
- Office supplies – **ACTION: The Clerk to identify cost savings.**
- Training – discretionary but noted as essential
- Community planning – cost associated with advice of Philip Kratz relating to 199 houses – discretionary
- Old Fire Station rates – Breakdown of rates paid has been requested from SCDC Rates Officer. This item relates to rates paid on 28 Station Road. Noted concern that no one had raised the multiple payments. **ACTION: The Clerk to write to Rating Officer to seek clarification and claim rebate.**

PC251/16

To receive any notifications or planning consultation documents.

- (a) Barn conversion to a 2 bed annexe at 17 High Street, Melbourn, Royston, Cambridgeshire, SG8 6ER. S/2785/16/LB. Mr Jan Boruck. Approved.
- (b) Add a partition wall into a room that is part of a 1980's extension. 5 Drury Lane, Melbourn, Royston, Cambridgeshire, SG8 6EP. Mr Edward Wakjer. S/2431/16/LB. Approved.

Any other notifications at the time of meeting.

The Chair noted that the above notifications had been received.

PC252/16

To consider the following Planning Applications:

- a) Notification of application for a New House and Garage at Land to the rear of 18 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS. Mr David Blundell. S/3266/16/OL

The Chair invited Mr and Mrs Durrant to give their views on the proposed extension. Mr Durrant set out concerns as follows: Mr and Mrs Durrant live to the rear of 18 Greenbanks (in The Lawns Close). The application is to replace a double garage with a two storey house and garage. This is a resubmission of an application made in August which had been refused for the following reasons:

- the tree officer noted the site was too small and the extent of the roots and canopy of a mature tree on Mr and Mrs Durrant's property;
- the new property over overlook Mr and Mrs Durrant's property.

The new application is the same apart from two small changes:

- now includes the arboricultural report which noted that there would still be issues with overhanging trees (although this should have been included in the first application);
- no windows in the end wall but still issues with windows overlooking Mr and Mrs Durrant's garden.

The Chair thanked Mr and Mrs Durrant for attending. The application was then discussed by Councillors.

IT WAS PROPOSED BY CLLR HALES TO OBJECT TO THE APPLICATION. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

After discussion, it was suggested that this application **not** go before the Planning Committee. This will be noted on the form with the reasons for objecting to the application.

ACTION : Assistant Clerk to send notes to the Chair for a response to SCDC.

- b) Notification of application for a proposed rear extension and restoration, including reconstruction and conversion of existing dilapidated building to form Annex at 59 High Street, Melbourn, Royston, SG8 6DZ. Mr and Mrs R Chamberlain. S/3373/16/FL

Noted this application had previously been withdrawn. The Chair requested further information from District Councillors.

ACTION : The Clerk to speak to SCDC to seek advice on how to deal with the listed building element of the application.

CLLR REGAN PROPOSED TO SUPPORT THE PLANNING APPLICATION. SECONDED BY CLLR KILMURRAY. ALL IN FAVOUR. THIS WAS CARRIED.

- (c) Notification of application for two storey side extension at 34 Armingford Crescent, Melbourn, Royston, SG8 6NG. Mr James Hoad. S/3386/16/FL

[Cllr Travis left the meeting.]

It was noted that no suggestions or comments had been received.

CLLR REGAN PROPOSED TO SUPPORT THE PLANNING APPLICATION. SECONDED BY CLLR SHERWEN. ALL IN FAVOUR. THIS WAS CARRIED.

[Cllr Travis returned to the meeting.]

PC253/16

Correspondence:

a) Any other correspondence at time of meeting.

The Assistant Clerk noted nothing to report.

PC254/16

To accept notices and matters for future agendas

(a) Suggestions from Councillors

- It was noted that requests had been received from residents in the village on the status of the grievance report. The Chair noted that there was nothing to add at this time.
- It was queried if the Clerk had managed to establish ownership of the south boundary at New Road Cemetery. **ACTION: The Clerk to seek clarification from Land Registry**

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

Mr Stapleton queried if there would be an item on the agenda for the next meeting relating to the Hub – this was confirmed.

At 9:50pm The Chair closed the meeting.

Volunteers for Drainage Action Group: Two members of the public have contacted me offering their help with this initiative. I'll arrange March dates for a drainage tour and public information meeting.

Gritting routes: As I have reported to you during the course of the year, the formal County Council decision back in February to freeze council tax, rather than proceed with the standard 1.99% rise to meet rises in inflation and demography, has exacerbated the problem of budgetary constraints mainly arising from the ending of government support grant. The freezing of council tax was a Conservative led decision and not supported by my group (Liberal Democrats). The 1.99% rise would have allowed winter gritting routes to remain unchanged; instead the network has had to be redrawn to a smaller scale. At last week's County Council meeting, responding to deep public concern, the Liberal Democrat group proposed to reinstate the pre-cuts gritting routes – by drawing from reserves. This was unanimously agreed. However reserves are not a permanent solution. The council will once again, in February, be asked to consider a 1.99% rise.

Street lighting: As a cost saving exercise, but not with the knowledge of councillors, it has transpired that street lights have been significantly dimmed to the point where complaints have come in that they are not doing their job. This was raised at Full Council and will be rectified immediately.

Meldreth Station platform lengthening: Works will start in mid-February. As reported, this is to enable eight-car trains to stop at the station in anticipation of the increase in service from 2018. Works will take place at night when trains are not running, but also during at least six weekends, and will last a total of six months. I have asked if we can know those weekend dates well in advance. There will be some usage of car park space for equipment. The same programme will run at Shepreth and Foxton for the same reasons and at exactly the same times. Network Rail attended the Rail User Group meeting last week to present the information and answer questions.

Ticket machine problems and random booking office closures, Meldreth Station: These too were discussed at the Rail User Group meeting – minutes are posted at meldrethsheprethfoxtonrail.org.uk

Community Rail Partnership: The final of four equal funding applications to parish councils for contributions toward a paid post has been agreed in full, by Shepreth Parish Council.

26 Bus: I have received numerous queries about the 26 bus and have also discussed the service reduction with Andy Campbell, the Stagecoach manager, who says that the company would look to reinstating the hourly service if ridership figures increase.

A505 fatal accident. The tragic accident on the A505 earlier this month has devastated countless lives. I have contacted the Highways Road Safety team to understand next steps. They write: "The recent fatal crash is currently subject to a Police investigation and I cannot comment on any causation factors until this is concluded. There will also be a separate investigation carried out jointly by the Police and ourselves to identify whether any highway factors could potentially have contributed. If any remedial measures are evident from this they will be prioritised and delivered. However an initial inspection has been undertaken and I am informed that all necessary signs and lines are present and in good condition. There is an area close to the quarry access where verge overrun by heavy vehicles has resulted in a 'lip' forming on the verge and an order has been placed to rectify this. The accident did not occur at the Flint Cross junction but approximately 200m to the east." If there are any questions I will of course take them forward. May I also say how regretful it is that the Road Safety scheme budget has been reduced after last year's budget cuts.

Minutes of a Meeting of the Parish Council held on Monday 5th December 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk, District Cllr Barrett and County Cllr S v d Ven and approximately 10 members of the public.

PC205/16 To receive apologies for absence

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

PC206/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Harrington for PC216/16 – Expenditure List (C). Non pecuniary interest as living opposite the area being discussed.

PC207/16 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 7.17pm The Chair Suspended Standing Orders

Mrs Townsend commented on how nice the Christmas Tree looked in the centre of village and thank you to the Council for organising this.

Mr Stapleton – Raised his concern about the lack of storage available to The Hub and asked whether this affected Health and Safety issues.

At 7.20pm The Chair reinstated Standing Orders

PC208/16 To approve the Minutes of the Parish Council Meeting 21st November 2016

Mr Mulcock contacted The Clerk prior to the meeting and proposed the following wording to be amended in the Minutes of 21st November 2016.

PC180/16

Mr Mulcock read from past Parish Council minutes on his computer, highlighting the three costing's previously given of 56K, 30K and 33K to the Parish Council. In response to questions from Mr Potter, The Chair of the current car park working party, Mr Mulcock stated that there was only a file date of Jan 2015, but he could not at this point see a date in the document, he also replied that this was for resurfacing and lighting.

The Clerk stated after listening to the recording the words "there was only a file date of January 2015, but he could not at this point see a date in the document" did not appear in the recording. Therefore the amended wording should read:

Mr Mulcock read from past Parish Council minutes on his computer, highlighting the three costing's previously given of 56K, 30K and 33K to the Parish Council. In response to questions from Mr Potter, The Chair of the current Car Park Working Party asked when this was – The 14th January 2015 was mentioned by Mr Mulcock. Mr Mulock also replied that this was for resurfacing and lighting.

The Chair stated that since the meeting the minutes that Mr Mulcock mention were found by the

Assistant Clerk and were dated 2011. These have been forwarded onto the Car Park Working Party.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART FOR ACCURACY. ALL IN FAVOUR. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR KILMURRAY THE MINUTES WERE A TRUE RECORD OF THE MEETING. FIVE WERE IN FAVOUR, FIVE WERE UNABLE TO VOTE AS THEY WERE NOT AT THE LAST MEETING. THIS WAS CARRIED.

PC209/16 To report back on the minutes of the Parish Council Meeting 21st November 2016

The Clerk reported as follows:

- PC176/16: The Clerk has contact the Tree Officer at SCDC to ask for his opinion on the large horse chestnut tree located at The Cross. Shire Tree Surgery's will carry out the work once advice has been given. Awaiting comments.
- PC180/16 Drop Kerbs outside the new car park. SCDC are now dealing with this. Work to commence shortly.
- PC181/16 The Clerk informed Cambridge County Council that the Melbourn Parish Council would like their advice when discussing Flood Awareness.
- PC183/16 The Clerk to place Public Rights of Way Maps in The Hub. Place an article in Melbourn Magazine and to Contact U3A/Ramblers. **ACTION: THE CLERK**

PC211/16 To discuss and agree quote from North Herts Surfacing Ltd – Alteration to side of bus stop at village car park – APPENDIX A

The Chair explained the reason for the quote is that members of the public cut across the existing fencing to reach the Kebab Man, which is causing damage to the shrubs. To make access easier the Council need to decide whether inserting a pathway to the right hand side of the bus stop is required.

North Herts Surfacing has also sent a quote for PC216/16. If successful with both the pathway and Littlehands Car park quotes Melbourn Parish Council should ask for a renegotiated quote. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE OF UP TO £750.00. (TAKING INTO ACCOUNT THE ABOVE COMMENT). ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC212/16 To accept the Internal Auditors Report and Recommendations. APPENDIX B

The Chair presented the Internal Auditor Report and Recommendations.

This Auditor is assisting with the processes and procedures and areas of improvement.

The Chair explained the process of Year End. Due to the recent issues within the Council the Auditor recommended that the Council consider an external accountant to go through the accounts in detail to provide assurance to Melbourn Parish Council that the accounts are accurate.

The Chair explained Playground Inspections are being looked into by The Clerk and there is a requirement for a written policy for appointing contractors. **ACTION: THE CLERK/ACTION HR PANEL.**

In the New Year Cllrs will need to work with The Clerk to look closely at Risk Assessments and that we are abiding by the check list within the report. **ACTION: THE CLERK/COUNCILLORS**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO

ACCEPT THE REPORT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC213/16 Financial Regulations – Under Review APPENDIX C

The Chair presented NALC Financial Regulations that are under review by The Clerk and Bookkeeper. These will be brought back to Council for approval before the end of the financial year. **ACTION: THE CLERK AND BOOKKEEPER**

In the meantime, the model regulations are to be used as a guide for the Council's work.

PC214/16 Update on Melbourn Community Hub

The Chair explained there was nothing to report on The Hub. The Clerk will be seeking legal advice from the Council's solicitor. **ACTION: THE CLERK**

The Chair asked Councillors to write to The Clerk if they have any questions:: **ACTION: COUNCILLORS**

PC215/16 To agree The Clerk's proposal dealing with documentation for Meetings. APPENDIX D

The Chair presented The Clerks proposal. The Council agreed this would free up The Clerks time to concentrate on council business and would save the Council money.

The Clerk to ask The Hub Management Group for approval to erect a noticeboard outside the Parish Office. **ACTION: THE CLERK AND FOR CLERK TO PURCHASE NOTICE BOARD**

If supporting documentation is sent out after the Friday prior to the meeting on the Monday can The Clerk ensure copies of these documents are given to Councillors at the meeting.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR CROSS TO ACCEPT THE CLERKS PROPOSAL BUT THAT ANY DOCUMENTATION SENT OUT AFTER THE FRIDAY PRIOR TO THE MEETING ON THE MONDAY COPIES WILL NEED TO BE SUPPLIED BY THE CLERK. ALL WAS IN IN FAVOUR. THIS WAS CARRIED.

PC216/16 To discuss and approve payments of miscellaneous expenditure. APPENDIX E

- a) **Herts and Cambs Ground Maintenance – Orchard Road Cemetery Hedges**
Councillors were unsure whether this quote included the normal contract cut.
ACTION: THE CLERK TO CONTACT H&CGM.
IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE AFTER SEEKING CLARIFICATION WITH H&CGM. ALL WERE IN FAVOUR. THIS WAS CARRIED.

B) SCDC – Dog waste bin at the corner of The Moor

The quote from SCDC is for a normal waste bin not a dog waste bin and would there be an extra charge for installation and collection of waste.

ACTION: DISTRICT CLLR HALES AND BARRETT TO SEEK CLARIFICATION FROM SCDC.

IT WAS AGREED IN PRINCIPLE TO PURCHASE A DOG BIN FOR THE TOP OF THE MOOR.

C) Clearing Area at the end of Maple Way – Quote from Herts & Cambs Ground Maintenance

Cllr Harrington left the meeting.

The Council wanted to be sure they owned the area in question. **ACTION: THE CLERK TO SEND LAND REGISTRY INFORMATION TO COUNCILLORS.**

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE FROM HERTS & CAMBS GROUNDS MAINTENANCE. ALL WERE IN FAVOUR APART FROM ONE COUNCILLOR ABSTAINING AND ONE COUNCILLOR AGAINST. THIS WAS CARRIED.

Cllr Harrington returned to the meeting

D) Cutting of Hedging – Cambridge Road, Royston Road and Worcester Way – Herts & Cambs Ground Maintenance

The Council were unsure what area of Worcester Way H&CGM had quoted for. **ACTION: THE CLERK TO SEEK CLARIFIATION AND INFORM CLLR HALES AND CLLR GATWARD.**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE FROM H&CGM AFTER RECEIVING CONFIRMATION OF THE ABOVE COMMENT.

E/F/G/H/I/J/K – Quotes for resurfacing Little Hands Car Park

As the quotes were relatively old Councillors asked The Clerk to clarify if the prices will remain the same. **ACTION THE CLERK**

The council felt the quotes from both North Herts Surfacing Ltd and John Cobbs differed and did not quote for the same work. The Council agreed to send both companies the same tender document. **ACTION: CLLR REGAN TO SEND DETAILS TO THE CLERK**

Cllr Regan explained spending money on filling in pot holes potentially will not last for a long period. It would be more cost effective to resurface the entire car park.

The Clerk to speak with the insurance company about liability to the Parish Council in the short term. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR TRAVIS THAT IN PRINCIPAL THE COUNCIL SHOULD RESURFACE THE ENTIRE CAR PARK – CLERK TO BRING BACK TO COUNCIL FOR FURTHER DISCUSSIONS. ALL IN FAVOUR. THIS WAS CARRIED.

L) Repairs to Chain Link at Beechwood Avenue

The Clerk to check with Cambridge Fencing as the quote is over 3 months old. **ACTION: THE CLERK**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR REGAN TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

M) Rubber Mats to the entrance of the Pavilion – Espo

Due to this being a Health and Safety issue **IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE QUOTE. ALL IN FAVOUR. THIS WAS CARRIED.**

N) Bloom and Wake Ltd – Emergency Lighting Completion Certificate ECN4/0320178 Melbourn Car Park.

This is an annual inspection that is required. **IT WAS PROPOSED BY CLLR**

KILMURRAY AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

O) Adobe – Adobe Acrobat

Councillors felt this was essential to have on all documentation sent out under Melbourn Parish Council.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES. ALL WERE IN FAVOUR. THIS WAS CARRIED.

P) PJ Robinson – Light Sensors Pavilion

Awaiting Quote.

Q) Herts and Cambs Ground Maintenance – New Road Cemetery – Soil Store

Quote to be discussed on 12th December 2016

R) Shire Tree Surgery – Beechwood Avenue Trees

The Council wanted to know if these trees are treated now and how long it would be before work is needed again. **ACTION THE CLERK.**

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR PORTER. ALL IN FAVOUR. THIS WAS CARRIED.

S) Shire Tree Surgery – Horse Chestnut Tree on The Cross.

Awaiting comments from Tree Officer prior to quoting for work.

T) Herts & Cambs Ground Maintenance – Clear Crescent Hedges

Councillors suggest The Clerk ask H&CGM for a discount for the four quotes accepted at tonight's meeting. **ACTION: THE CLERK TO RAISE THIS WITH H&CGM**

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES TO ACCEPT THE QUOTE NOTING THE COMMENT ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC217/16 To discuss the background and potential projects for 2017/2018 relating to Play Parks.

The Chair explained that Melbourn Parish Council are coming to the end of a 3 Year Service Level Agreement with BeActive who have been responsible for sporting and well-being activities, including the running of the Pavilion and the bookings of the old recreation ground.

The Council felt there could be a need for a new skateboard ramp and will have to speak with members of the public to see if there is a demand for this. The Council would need to have a case prepared in advance of applying for grants and ask for support from Bridget Smith.

Cllr Hart to raise this question at the next Practical Solutions Group on 14th December 2016.

THE COUNCIL AGREED TO CONSULT ABOUT THE DEMAND FOR A NEW SKATEBOARD RAMP FOR THE VILLAGE. FURTHER DISCUSSIONS TO BE HAD.

PC218/16 To receive any notifications or planning consultation documents.

- (a) Proposed rear extension and restoration of existing Grade 11 Listed Building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2423/16/FL. Mr & Mrs Chamberlain – Decision Withdrawn. Was noted.
- (b) Alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. Mr Jonathan Reeves. S/2487/16/LB. Approved. Was noted.
- (c) Alteration of door opening to existing garage, demolition of adjoining open storage outbuildings, erection of new adjoining garage and store at 12 High Street, Melbourn, Royston, Cambridgeshire, SG8 6EB. Mr Jonathan Reeves. S/2487/16/FB. Approved. Was noted.
- (d) Any other notifications at the time of meeting

PC219/16 To consider the following Planning Applications:

- a) Proposed Single Storey Rear Extension at 19 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. Mr Malcolm James. S/3151/16/FL.
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED CLLR CROSS TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC220/16 Correspondence:

- b) **Any other correspondence at time of meeting**
Email from Jocelyn Robson **APPENDIX F** – The Chair presented this to Council and stated the Council would respond.

PC221/16 To accept notices and matters for future agendas

- a) **Suggestions from Councillors**
 - Contracts
 - Maintenance Plan
 - Framework Agreement
 - Forward Maintenance Register

At 9.10pm Standing Orders were suspended.

- b) **Suggestions from Members of the Public**
 - Mr Forbes – asked when the minutes from the Car Park working party are going to be published. The Clerk referred back to the minutes of 21st November 2016 stating that due to a legal investigation the minutes cannot be published at this moment in time.
 - Mr Forbes asked questions about previous antisocial behaviour on the car park, Kebab van, workshop, councillors on working parties.

At 9.27pm The Chair reinstated Standing Orders.

At 9.28pm The Chair closed the meeting

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1344	BACS1612 15MPS	£760.00	£0.00	£760.00	28/11/16	1st Orwell Scout Group - John Goodricke - Community Grant money - for tents	£760.00
		£760.00	£0.00	£760.00		1st Orwell Scout Group - John Goodricke - Total	
1340	DC161214 AOS	£97.20	£16.20	£81.00	15/12/16	AOS Online - 5x boxes of A4 Paper	£97.20
		£97.20	£16.20	£97.20		AOS Online - Total	
1299	BACS1612 21BALTD	£225.00	£0.00	£225.00	05/12/16	Beactive Melbourn Ltd - Pavilion usage November 16	£225.00
		£225.00	£0.00	£225.00		Beactive Melbourn Ltd - Total	
1312	BACS1612 21BT	£47.40	£7.90	£39.50	07/12/16	British Telecom - Broadband for workshop car park	£47.40
		£47.40	£7.90	£47.40		British Telecom - Total	
1348	BACS1612 15MPS	£295.00	£0.00	£295.00	28/11/16	Cambridge Army Cadet Force (CACF) - Community Grant money -	£295.00
		£295.00	£0.00	£295.00		Cambridge Army Cadet Force (CACF) - Total	
1339	BACS1612 21CAPS	£10.00	£0.00	£10.00	15/12/16	CAPS - Monthly deduction P Andrews wages	£10.00
		£10.00	£0.00	£10.00		CAPS - Total	
1294	DD161212E ON	£8.17	£0.39	£7.78	27/11/16	e.0n - Old Recreation Ground	
1295	DD161212E ON	£8.17	£0.39	£7.78	27/11/16	e.0n - Sports & Social Club	£16.34
1298	DD161213E ON	£8.52	£0.41	£8.11	28/11/16	e.0n - Melbourn Orchard Rd Cemetery	£8.52
1302	DD161216E ON	£92.74	£4.42	£88.32	02/12/16	e.0n - Electric for New Workshop	£92.74
1303	DD161219E ON	£93.16	£4.44	£88.72	04/12/16	e.0n - Pavilion Electricity Charges	£93.16
		£210.76	£10.05	£210.76		e.0n - Total	
1328	BACS1612 21EITS	£264.00	£44.00	£220.00	19/01/16	Edge IT Systems - Temp band increase from 4 to 6 a	£264.00

Signature

Signature

Date

19/12/16 10:55 AM Vs: 7.29

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
		£264.00	£44.00	£264.00		Edge IT Systems - Total	
1353	DC161212E SED	£525.60	£87.60	£438.00	17/12/16	ESE Direct - Matting for Pavilion	£525.60
		£525.60	£87.60	£525.60		ESE Direct - Total	
1296	BACS1612 21GA	£420.00	£70.00	£350.00	30/11/16	Gill Associates - Contractual Advice - Car Park	£420.00
		£420.00	£70.00	£420.00		Gill Associates - Total	
1291	BACS1612 21H&CGM	£222.00	£37.00	£185.00	01/12/16	Herts And Cambs Ground Maintenance Limited - Over Ptiches on Old and New Rec x 2	
1292	BACS1612 21H&CGM	£276.00	£46.00	£230.00	01/12/16	Herts And Cambs Ground Maintenance Limited - Clearance of leaft on old and new Rec	
1293	BACS1612 21H&CGM	£96.00	£16.00	£80.00	03/12/16	Herts And Cambs Ground Maintenance Limited - Spray hedge on new road	
1305	BACS1612 21H&CGM	£180.00	£30.00	£150.00	09/12/16	Herts And Cambs Ground Maintenance Limited - Supply and collect Christmas Tree	
1306	BACS1612 21H&CGM	£504.00	£84.00	£420.00	09/12/16	Herts And Cambs Ground Maintenance Limited - August & Dec heges tidied on river bank and cut	
1307	BACS1612 21H&CGM	£288.00	£48.00	£240.00	09/12/16	Herts And Cambs Ground Maintenance Limited - May/July/Sept & Dec field boundaries cut	
1308	BACS1612 21H&CGM	£126.00	£21.00	£105.00	09/12/16	Herts And Cambs Ground Maintenance Limited - Line marking old and new rec ground	
1309	BACS1612 21H&CGM	£288.00	£48.00	£240.00	09/12/16	Herts And Cambs Ground Maintenance Limited - Spiking old and new rec ground	
1333	BACS1612 21H&CGM	£360.00	£60.00	£300.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Cut hedges in Worcester Way	
1334	BACS1612 21H&CGM	£360.00	£60.00	£300.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Cut hedges in Clear Crescent	

Signature

Date

19/12/16 10:55 AM Vs: 7.29

Signature

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1335	BACS1612 21H&CGM	£126.00	£21.00	£105.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Mark pitches on old and new rec grounds	
1336	BACS1612 21H&CGM	£1,440.00	£240.00	£1,200.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Reduce hedges in Orchard Rd Cemetery	
1337	BACS1612 21H&CGM	£120.00	£20.00	£100.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Spike old rec ground	
1338	BACS1612 21H&CGM	£168.00	£28.00	£140.00	14/12/16	Herts And Cambs Ground Maintenance Limited - Spike new rec	
1351	BACS1612 21H&CGM	£1,400.40	£233.40	£1,167.00	15/12/16	Herts And Cambs Ground Maintenance Limited - Cemetery Maintenance December 16	
1352	BACS1612 21H&CGM	£256.01	£42.67	£213.34	15/12/16	Herts And Cambs Ground Maintenance Limited - Green Space areas	£6,210.41
		£6,210.41	£1,035.07	£6,210.41		Herts And Cambs Ground Maintenance Limited - Total	
1354	BACS1612 21HMRC	£5864.80	£0.00	£5864.80	19/12/16	HM Revenue & Customs - Tax and National Insurance and wages December 16	£5864.48
		£5864.80	£0.00	£5864.80		HM Revenue & Customs - Total	
1310	BACS1612 12IC	£30,000.00	£5,000.00	£25,000.00	07/12/16	Interserve Construction Ltd - Interim Payment Certificate No 9	£30,000.00
		£30,000.00	£5,000.00	£30,000.00		Interserve Construction Ltd - Total	
1311	BACS1612 21TL	£320.00	£53.33	£266.67	02/12/16	Limbach Banham Solicitors - Lease Agreement - Littlehands Nursery	£320.00
		£320.00	£53.33	£320.00		Limbach Banham Solicitors - Total	
1316	BACS1612 21LS	£1,378.86	£229.81	£1,149.05	25/10/16	LUCID Systems - Separate Melbourn Hub and MPC Server	
1317	BACS1612 21LS	£69.55	£11.59	£57.96	01/11/16	LUCID Systems - December 16 Monthly Service	£1,448.41

Signature

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
		£1,448.41	£241.40	£1,448.41		LUCID Systems - Total	
1341	BACS1612 15MADS	£547.51	£0.00	£547.51	28/11/16	Melbourn Amateur Dramatics (MADS) - Community Grant money - purchase microphone eqqt	£547.51
		£547.51	£0.00	£547.51		Melbourn Amateur Dramatics (MADS) - Total	
1318	BACS1612 21MCHMG	£20.00	£0.00	£20.00	29/11/16	Melbourn Community Hub Management Group - Room Hire for mtg with Fowlmere PC re cemeteries	
1319	BACS1612 21MCHMG	£50.00	£0.00	£50.00	29/11/16	Melbourn Community Hub Management Group - Meeting re: Car Park	
1320	BACS1612 21MCHMG	£50.00	£0.00	£50.00	29/11/16	Melbourn Community Hub Management Group - Car Park mtg 3/11/16	
1321	BACS1612 21MCHMG	£25.00	£0.00	£25.00	29/11/16	Melbourn Community Hub Management Group - Mtg with Ramsey Council	
1322	BACS1612 21MCHMG	£115.00	£0.00	£115.00	29/11/16	Melbourn Community Hub Management Group - Pension Advisor Mtg and refreshments	
1323	BACS1612 21MCHMG	£20.00	£0.00	£20.00	29/11/16	Melbourn Community Hub Management Group - HR Panel Mtg14/11/16	
1324	BACS1612 21MCHMG	£135.00	£0.00	£135.00	29/11/16	Melbourn Community Hub Management Group - Parish Mtgs 7/14/21 November	
1325	BACS1612 21MCHMG	£25.00	£0.00	£25.00	29/12/16	Melbourn Community Hub Management Group - Mtg with BeActive	
1326	BACS1612 21MCHMG	£40.00	£0.00	£40.00	29/12/16	Melbourn Community Hub Management Group - Car Park Meeting	
1327	BACS1612 21MCHMG	£125.00	£0.00	£125.00	01/12/16	Melbourn Community Hub Management Group - Car Park Meeting with Gill Associates	
1332	BACS1612 21MCHMG	£401.05	£0.00	£401.05	13/12/16	Melbourn Community Hub Management Group - Income from Solar Panel Good Energy	£1,006.05
		£1,006.05	£0.00	£1,006.05		Melbourn Community Hub Management Group - Total	

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1349	BACS1612 15MPS	£350.00	£0.00	£350.00	28/11/16	Melbourn District Café Library - Community Grant money -	£350.00
		£350.00	£0.00	£350.00		Melbourn District Café Library - Total	
1331	P392	£15.00	£2.50	£12.50	13/12/16	Melbourn Garage - Petrol for mowers	£15.00
		£15.00	£2.50	£15.00		Melbourn Garage - Total	
1350	BACS1612 15MPS	£3,775.45	£0.00	£3,775.45	28/11/16	Melbourn Village College - Community Grant money - Hardship/Enrichment/Sensor y Rm	£3,775.45
		£3,775.45	£0.00	£3,775.45		Melbourn Village College - Total	
1343	BACS1612 15MPS	£1,000.00	£0.00	£1,000.00	28/11/16	Melbourn Water Aid - Community Grant money - Bloomsday 2017I	£1,000.00
		£1,000.00	£0.00	£1,000.00		Melbourn Water Aid - Total	
1347	BACS1612 15MPS	£700.00	£0.00	£700.00	28/11/16	Meldreth, Shepreth and Foxton Rail User Group - Community Grant money -	£700.00
		£700.00	£0.00	£700.00		Meldreth, Shepreth and Foxton Rail User Group - Total	
1359	BACS1612 21MC	£400.00	£0.00	£400.00	19/12/16	Michelle Cooper - Bookkeeper Wages December 16	£400.00
		£400.00	£0.00	£400.00		Michelle Cooper - Total	
1313	DC161212 OD	£148.76	£24.79	£123.97	12/12/16	One Direct - Soundtec Conference Micro and speakers	£148.76
		£148.76	£24.79	£148.76		One Direct - Total	
1300	BACS1612 21PGC	£120.00	£20.00	£100.00	03/12/16	Phillimore Garden Centre - Connectable lights for Christmas Tree	£120.00
		£120.00	£20.00	£120.00		Phillimore Garden Centre - Total	
1330	P391	£10.00	£1.67	£8.33	13/12/16	Rontec - Diesel for Van	£10.00

Signature

Signature

Date

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year

01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
		£10.00	£1.67	£10.00		Rontec - Total	
1304	BACS1612 21STS	£175.00	£0.00	£175.00	08/12/16	Shire Tree Surgery - Removal of 2x fallen trees footpath recreational ground	£175.00
		£175.00	£0.00	£175.00		Shire Tree Surgery - Total	
1211	BACS1612 21SCDC	£4,179.43	£0.00	£4,179.43	05/12/16	South Cambs District Council - Election costs 22 September 16	£4,179.43
		£4,179.43	£0.00	£4,179.43		South Cambs District Council - Total	
1288	BACS1612 21SC	£71.82	£11.97	£59.85	25/11/16	Stationery Cupboard - 3x boxes paper	
1289	BACS1612 21SC	£19.99	£3.33	£16.66	29/11/16	Stationery Cupboard - Toner Cartridge M Sherwen	£91.81
		£91.81	£15.30	£91.81		Stationery Cupboard - Total	
1297	BACS1612 21SWEETS	£480.00	£80.00	£400.00	05/12/16	Sweett (UK) Ltd - Contract Administration services	£480.00
		£480.00	£80.00	£480.00		Sweett (UK) Ltd - Total	
1345	BACS1612 15MPS	£1,341.97	£0.00	£1,341.97	28/11/16	United Reformed Church - Community Grant money - for tables & chairs	£1,341.97
1329	P389	£25.00	£0.00	£25.00	08/12/16	United Reformed Church - Payment to United Reformed Church for Room Hire MAYD 081216	£25.00
		£1,366.97	£0.00	£1,366.97		United Reformed Church - Total	
1290	DC161201 WESHUK	£32.40	£5.40	£27.00	01/12/16	WESH UK - Website software December	£32.40
		£32.40	£5.40	£32.40		WESH UK - Total	
1361	BACS161221	£100.00	£0.00	£100.00	19/12/16	Morley Manufacturing	£100.00
Total		£61,196.96	£6,715.21	£54,481.75			

Signature

Date

19/12/16 10:55 AM Vs: 7.29

Signature

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Proposed Revised Parish Council Document Index and related issues**1. Revised Index - See Draft already circulated**

A reorganisation of the Parish Councillors Document system is needed. This is due to some illogicality and replication of documents at present.

2. Improving Re-Written documents

The HR Panel have redrafted most of the Employment-related Policies and Procedures. These now await circulation, review and approval. It will help if some simple basic rules can apply to these new documents, making it easier to control, use and update them as time goes by.

The HR Panel recommends making sure each document carries both **Header and Footer** so that we have:

- A clear **Title**, making it clear what sort of document it is
- A unique **Document Number**, consistent with the Index
- A **Version Number**, so that we can amend the document without confusion arising
- A **Latest Review Date** shown clearly on the front
- **Page Numbering**, every page numbered, including the first page.
- The **Approval Date and Signatures on the last page**, so that the user knows they have the complete document

If Council agrees with these principles a separate policy will be written to make it a requirement for future documents to conform.

3. Future Document Approvals

Detailed Review of complex documents is not easy in a large meeting. It is proposed that the detailed review of New/Revised documents is done by email. A possible process for these could be:

1. Writer circulates draft of Version 1 by email to the Working Group responsible for the policy area, with a latest reply date.
2. On reaching the reply date deadline the writer amends the draft to comply with comments received, to create Version2.
3. Writer circulates Version 2, again with a similar deadline reply date.
4. Assuming Writer receives approval from the Working Group they will circulate to Full Council, again with a Deadline latest reply date, on a 'Silence is Assent' basis.
5. Draft is updated and Version number changed as needed, before formally tabling for approval and signature at a Full Council Meeting.

JWT/19th December 2016

MELBOURN PARISH COUNCIL

Parish Councillors – REFERENCE DOCUMENTATION

Index of Contents:

1.0 Members' Code of Conduct

1.1 Complaints to Melbourn Parish Council

2.0 Melbourn Parish Council Standing Orders (Members' Handbook)

3.0 Standard Documents

3.1 Blank Declaration of Acceptance of Office

3.2 Blank Register of Parish Members' Financial and Other Interests

3.3 Guidance on Completing Register of Interests

3.4 Skills Audit

4.0 Policies and Procedures – GENERAL

4.1 Policy for Policies - Creation and Revision of Documents

4.2 Child and Vulnerable Adult Protection Policy

4.3 Community Grant Policy

4.4 Community Grant Application

4.5 Councillors Expenses Policy

4.6 Gifts and Hospitality Policy

4.7 Model Publication Scheme

4.8 Freedom of Information Policy

4.9 Green Policy

4.10 Press/Media Policy

4.11 Model Publication Scheme

4.12 Blank Allotment Agreement

5.0 Policies and Procedures – EMPLOYMENT

5.1 Employment – General Policies, Procedures and Terms

5.2 Equality and Diversity Policy

5.3 Harassment Policy and Procedure

5.4 Grievance Policy and Procedure

5.5 Disciplinary Policy and Procedure

5.6 Capability Policy and Procedure

5.7 Lone Working Policy

5.8 Whistle Blowing Policy and Procedure

5.9 Training and Development Policy

5.10 Health and Safety Policy

6.0 Terms of Reference

6.1 Finance and general Purposes Committee

6.2 Planning Committee

7.0 Financial Risk Assessments

7.1 Theft or Loss of Income

7.2 Employment and Control of Staff and Payroll

7.3 Authorisation and Control of Orders and Contracts for the Supply of Goods and Services to the Council

7.4 Disruption due to Long Terms Illness of ant Member of Staff including the Parish Clerk and RFO

7.5 Damage or Loss by Fire, Weather or Vandalism of Council Buildings and Equipment or any other Fixed Asset

7.6 Banking and Investment Controls

7.7 Accidents in, on or around Council Property

8.0 NON-Financial Risk Assessments

8.1 Properties, Buildings and Contents

8.2 Public Open Spaces

8.3 Cemeteries

8.4 Street Furniture

8.5 Employment of Staff

8.6 Employment of Contractors

8.7 Freedom of Information

8.8 Allotments

This takes us over the £800 we approved at Council – by £234.00

PC200/16 To discuss and approve payment of professional fees with regard to the Car Park

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO APPROVE PROFESSIONAL FEES – 5 HOURS @£160.00 = UP TO £800.00. ALL WERE IN FAVOUR. THIS WAS CARRIED.

From: Rory Abel [<mailto:Rory-Abel@birketts.co.uk>]
Sent: 09 December 2016 14:41
To: Parish Clerk
Subject: RE: DIspute with Interserve [BIRKETTS-Legal.FID8090569]

Hi Sarah

This fee includes:

- **Initial review of documentation provided - £410;**
- **Various emails and calls following receipt of all documentation from Currie Brown - £512; and**
- **Emails and calls relating to the final account meeting with Currie Brown - £112.**

I hope that the above is of assistance, if you want need any more information then please get in touch.

Kind regards

Rory

Rory Abel | Solicitor | Construction and Engineering Team
Direct: 01223 326650 | Mobile: 07779 451582 | Extn: 4650

From: Parish Clerk [<mailto:parishclerk@melbournpc.co.uk>]
Sent: 08 December 2016 17:27
To: Rory Abel
Subject: RE: DIspute with Interserve [BIRKETTS-Legal.FID8090569]

Dear Rory

Thank you for your email.

Can you send me a breakdown of cost please.

Kind regards

Sarah

From: Rory Abel [<mailto:Rory-Abel@birketts.co.uk>]
Sent: 07 December 2016 16:19

To: Parish Clerk

Subject: DIspute with Interserve [BIRKETTS-Legal.FID8090569]

Hi Sarah

I am in the process of billing and would like to issue a bill for the professional fees I have incurred assisting the council in relation to the dispute with Interserve. The fees are £1,034 plus VAT and as such I plan on issuing an invoice in this amount.

Please let me know if you have any queries.

Kind regards

Rory

Rory Abel | Solicitor | Construction and Engineering Team

Direct: 01223 326650 | Mobile: 07779 451582 | Extn: 4650

<image001.jpg>

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Parish Clerk

Hello. This is email in case I dont make it tonight. Even if I do I will be late, I also have a bad cold , and i am wary of infecting anybody over xmas.

With regard to highways/ there was only one thing of real importance. That was the illuminated speed signs at the North and South entrances to the village. My personal feeling, based on experiance is that we should proceed in some form with these as soon as finance allows.

Had the committees remained there were a couple of other things/ ambitions I had planned. 1.To propose a 20 MPH limit through the high street. 2. This is a bit more ambitious. That was to bring all items connected with transport, both road and rail under one expanded committee be named the transport committee, This would have brought public pavements and the Rail user group under one umbrella. Possibly the car park as well eventually. Plus the return of the railway station to its original name.

Anyway, just a thought . Obviously it will take some working out, but it has been done in other places, and I believe it will work here.

A couple of other things Firstly, I have had a letter concerning the School Crossing Patrol service,. You may already be aware that all LIGHT CONTROLLED crossing officers are being made redundant tomorrow. The good news from Mr Swallowe is that he does not envisage further cuts in the near future, Secondly, I believe that the HGV covenant should be looked after by highways, lorries have wheels after all. And I do have practical experiance of them.

Anyway I have been burning the candle at both ends and in the middle recently workwise. So I will see how I feel later. If not, I will see you after xmas. Regards Chris Stead.nday, 19 December 2016, 12:08,

PC249/16 DETAILS OF PENSION PROVIDERS

Main Point	NEST	Now: Pensions	The Pensions People
Maximum annual investment	£4,600	No limit	No limit
Online for Employers	Secure online system to enrol workers, set up contributions, make payments. Delegate access to payroll provider to access and update as required.	Secure online system to enrol workers, set up contributions, make payments. Delegate access to payroll provider to access and update as required.	Secure online system to enrol workers, set up contributions, make payments. Delegate access to payroll provider to access and update as required.
Online for Members	Members can access their own portal to change their retirement date, switch funds or opt out.	Members can access their own portal to change their retirement date, nominate beneficiaries, opt out, view fund valuations.	Members can access their own portal to change their retirement date, switch funds or opt out.
Assessment	Unable to assess your workforce.	Unable to assess your workforce independently of payroll software.	Can provide an assessment of your work force by using their templates and uploading employee details each pay reference period.
Communication	Templates available for use by the employer to communicate with their employee.	Pre-staging – NOW:Pensions provide letter Templates for use by the employer to communicate with their employee and announce the staging date. Post staging – NOW:Pensions produce all statutory and on going communications to employees.	Templates available for use by the employer to communicate with their employee.

		Preferred approach via email or printed and posted for a charge.	
Contribution charge for employee	1.8% on each new contribution	£1.50 monthly Admin fee (reduced to 30p for those earning less than £18,000 a year until October 2017, then increasing to £1.00 and £1.50 from October 2018).	None
Employer charge	None	None	None
Annual Management charge for employee	0.3% on total value of members fund each year calculated on a daily basis	0.3% of Assets under management	0.5%

**PC250/16 FIRST
ITERATION OF PRECEPT**

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		-
7	Handymen/Caretaker + all ni tax	30,000.00
8	Hire of Outside venues	1,000.00
9	Insurances	11,000.00
10	Membership of Societies	900.00
11	Mandyman materials	500.00
12	Parish Clock	500.00
13	Parish Office license	12,775.00
14	Pension Contributions	1,000.00
15	Salary - Clerk	18,000.00
16	salary - Clerks assistant	12,000.00
17	salary - bookkeeper	3,000.00
18	Project development	-
19	Office Supplies	10,000.00
20	Training	1,500.00
21		-
22	one off cost accounting software	1,000.00
23	one off cost memorial	-
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	673.00
33	Hub Rates (Zero rated)	-
34	Car park rates	5,831.00
35	Pavillion rates	2,423.00
36	Old Fire station rates	2,224.00
37		-

APPENDIX H

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		-
7	Handymen/Caretaker + all ni tax	30,000.00
8	Hire of Outside venues	1,000.00
9	Insurances	11,000.00
10	Membership of Societies	900.00
11	Mandyman materials	500.00
12	Parish Clock	500.00
13	Parish Office license	12,775.00
14	Pension Contributions	1,000.00
15	Salary - Clerk	18,000.00
16	salary - Clerks assistant	12,000.00
17	salary - bookkeeper	3,000.00
18	Project development	-
19	Office Supplies	10,000.00
20	Training	1,500.00
21		-
22	one off cost accounting software	1,000.00
23	one off cost memorial	-
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	673.00
33	Hub Rates (Zero rated)	-
34	Car park rates	5,831.00
35	Pavillion rates	2,423.00
36	Old Fire station rates	2,224.00
37		-

38		-
39		-
40	Hub Support Grant	-
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		-
46	Cemetery - Orchard Rd.	1,500.00
47	All Saint's Churchyard	1,000.00
48	Cemetery - New Road	1,500.00
49	Cemeteries contract	13,000.00
50	Play Areas & Recreation	2,000.00
51	Grounds maintenance	9,360.00
52		-
53	MAYD	4,000.00
54		-
55	Pavilion	500.00
56		-
57	Highways & Footpaths	1,000.00
58	Street Lighting	1,500.00
59	Litter and Dog bin contract	1,600.00
60	Earmarked Reserves (Assett main)	2,000.00
61	General Reserves	15,000.00
62	Balance sum/adjustment sum	-
63	Community Benefit spend	37,500.00
64	Budget required (spend)	234,432.75
65	Total of all Income	22,760.12
66	Budget Required	211,672.63
67	Community benefit	37,500.00
68	From Reserves	-
69	Gov / scdc grant	-
70	S106 reserves	-
71	All Income + Precept	234,627.37
72		-
73	Deficit or Surplus	194.62
74	Underspend of community grant (carried over)	-
75	Precept Tax Base	211,867.25
76	Percentage Rise	8.50%
77	Increase in precept	16,597.90
78	£	
	190,309.00	

38		-
39		-
40	Hub Support Grant	-
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		-
46	Cemetery - Orchard Rd.	1,500.00
47	All Saint's Churchyard	1,000.00
48	Cemetery - New Road	1,500.00
49	Cemeteries contract	13,000.00
50	Play Areas & Recreation	2,000.00
51	Grounds maintenance	9,360.00
52		-
53	MAYD	4,000.00
54		-
55	Pavilion	500.00
56		-
57	Highways & Footpaths	1,000.00
58	Street Lighting	1,500.00
59	Litter and Dog bin contract	1,600.00
60	Earmarked Reserves (Assett main)	2,000.00
61	General Reserves	15,000.00
62	Balance sum/adjustment sum	-
63	Community Benefit spend	37,500.00
64	Budget required (spend)	234,432.75
65	Total of all Income	22,760.12
66	Budget Required	211,672.63
67	Community benefit	37,500.00
68	From Reserves	-
69	Gov / scdc grant	-
70	S106 reserves	-
71	All Income + Precept	227,792.94
72		-
73	Deficit or Surplus	- 6,639.81
74	Underspend of community grant (carried over)	-
75	Precept Tax Base	205,032.82
76	Percentage Rise	5.00%
77	Increase in precept	9,763.47
78	£	
	190,309.00	

	2017/18
F&GP	186,072.75
Futures	1,000.00
Planning	-
Hub Support Grant	-
Conservation	12,000.00
Cemeteries	17,000.00
Play & Rec	15,860.00
Highways & Footpaths	2,500.00
Totals	234,432.75

	2017/18
F&GP	186,072.75
Futures	1,000.00
Planning	-
Hub Support Grant	-
Conservation	12,000.00
Cemeteries	17,000.00
Play & Rec	15,860.00
Highways & Footpaths	2,500.00
Totals	234,432.75

General Reserves		
Year	In	Running Balance
2017/18	15,000.00	15,000.00
2018/19	10,500.00	25,500.00
2019/20	15,500.00	41,000.00
2020/21	20,000.00	61,000.00
2021/22	25,000.00	86,000.00
2022/23	27,500.00	113,500.00
2023/24	30,000.00	143,500.00
2024/25	21,000.00	164,500.00
2025/26	29,000.00	193,500.00
2026/27	32,000.00	225,500.00
2027/28	20,000.00	245,500.00
Total In	£ 245,500.00	

Earmarked Reserves		
Year	In	Running Balance
2017/18	2,000.00	2,000.00
2018/19	6,000.00	8,000.00
2019/20	12,000.00	20,000.00
2020/21	18,000.00	38,000.00
2021/22	16,146.82	54,146.82
2022/23	18,000.00	72,146.82
2023/24	25,000.00	97,146.82
2024/25	35,000.00	132,146.82
2025/26	33,000.00	165,146.82
2026/27	34,000.00	199,146.82
2027/28	35,000.00	234,146.82
Total In	£ 234,146.82	
Total Minus Precepted	£ 176,480.82	