

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 23<sup>rd</sup> January 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.**

**Present: Cllrs Norman (Chair), Cllr Siva (Vice Chair), Gatward, Hales, Hart, Kilmurray, Porter, Regan, Shepherd, Travis.**

**In attendance: The Clerk and approximately 14 members of the public.**

**PC288/16      To receive apologies for absence**

Cllr Stead, Sherwen, Cross, Harrington and District Cllr Barrett for personal reasons.

**PC289/16      To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**

Cllr Norman - non pecuniary interest as PC304/16 (b) application is behind where Cllr Norman lives and have received an interested parties letter from SCDC.

Cllr Shepherd non pecuniary interest as dealt with PC305/16 through employment.

**PC290/16      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**

Dr Alderton – PC298/16: To discuss and agree Melbourn Community Hub Management Group Information leaflet about being a Director.

Dr Alderton stated that the current Hub volunteers recently held a meeting to discuss how they could attract additional volunteers. It was agreed they would do a leaflet drop around the village and could the volunteer leaflet be included in the Information Leaflet about being a Director of the Hub. The Chair stated that was a good suggestion and could Dr Alderton be the contact person on behalf of the café Volunteers.

Mr Mulcock stated that under the Governance Rules and Regulations was the approval list sent to Councillors prior to the meeting this evening. The Clerk confirmed the approval list was sent to Councillor prior to the weekend on Friday evening.

Mr Conner was concerned about how much SCDC would increase their rates for social care and how it will affect the council tax payers who are in band D/E/F. The Chair stated it was outside the Council's remit so cannot comment on SCDC. The Parish Council has to submit figures to SCDC by beginning of February 2017. County Cllr van de Ven stated that Cambridge County Council will not know about their increases until 14<sup>th</sup> February 2017.

**At 7.24pm The Chair reinstated Standing Orders**

**PC291/16      To approve the Minutes of the Parish Council Meeting 9<sup>th</sup> January 2017**

PC265/16 – Cllr Travis has suggested: *It was proposed by Cllr Hart and seconded by Cllr Travis to*

*adopt the Discipline and Grievance Policies as drafted and with the above-minuted amendments, together with an adjustment to the membership sequence of the Review Panel, so that there is agreement with the existing Complaints Policy on the use of HR panel members.*

PC256/16 – Cllr Shepherd has suggested: *Cllr Shepherd - Non pecuniary interest as knows the Operations Manager at Bury Lane Fruit Farm PC268/16 (b)*

PC268/16 – Cllr Shepherd has suggested: *Should (b) and (d) be next to each other as I was out of the room for this time and any member of the public who has listened to the recording of the meeting will know this too. It runs true for transparency then.*

PC270/16 Mr Hugh Pollock raised the point about how many Hub Managers there had been. Mr Pollock felt the comments **made by the Employer** about Siegmar Parton, the Hub Centre Manager who resigned just prior to Christmas was not acceptable as Mr Parton was not present at the meeting to have his say. Mr Pollock said the Hub Management Group should manage the Centre Manager and leave them to manage the running of the Hub.

**IT WAS PROPOSED BY CLLR SHEPHERD AND SECONDED BY CLLR TRAVIS TO ACCEPT THE FOUR AMENDMENTS ABOVE AND THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR. CLLRS SIVA AND GATWARD ABSTAINED AS THEY WERE ABSENT FROM THE PREVIOUS MEETING. THIS WAS CARRIED.**

**PC292/16 To report back on the minutes of the Parish Council Meeting 9<sup>th</sup> January 2017**

The Clerk reported as follows:

- PC259/16 – Wicksteed Playground will be carrying out the repair work to The Moor and Clear Crescent on 10 February 2017.
- PC261/16 – Cllr Travis and Assistant Clerk have reformatted the Risk Assessments.

**PC293/16 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Councils 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 – APPENDIX A**

In addition to the approval list The Chair stated there were two other invoices for approval from Council:

- EMC Bookkeeping - £280.00
- MD Landscapes – Contract Grass Cutting - £1254.00

The following points were raised:

EON – Why is the Workshop bill so high. The Clerk stated she believed it was because EON has taken an estimated reading. **ACTION: THE CLERK TO ASK THE WARDEN TO TAKE AN EXACT READING AND SEND TO EON.**

EON – Sports & Social Club Littlehands and Cemetery charges – What is this for? The Clerk confirmed this is a storeroom that the Warden and Assistant Warden use. **ACTION: THE CLERK WILL DISCUSS WITH WARDEN AND ASSISTANT WARDEN.**

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR SIVA TO ACCEPT**

**THE APPROVAL LIST AND ADDITIONAL TWO INVOICES AND THAT THAT THE EXPENDITURE AND TRANSFER OF £23,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

Cllr Hales entered the room.

**PC294/16 To receipt a report from County Cllr van de Ven – APPENDIX B**

County Cllr van de Ven presented her report and made the following comments:

- City Deal-funded new cycle path, Cambridge Rd - Wyevale Garden Centre is hosting a gathering for completion of the work in March; details will be announced.
- County budget cuts decided in February will include very difficult social services reconfigurations. County Cllr van de Ven to report back next month. The work Melbourn Parish Council does in supporting community services such as the Mobile Warden Service is invaluable.
- White line painting on A505 at Flint Cross and the Melbourn Junction will be carried out soon.
- Any questions relating to Stagecoach please send to County Cllr van de Ven by Thursday 26th January 2017 when she will be meeting again with the Stagecoach Manager - or contact her any time.
- Drainage Action Group in Melbourn - a public information meeting is to take place in upstairs meeting room of Hub on 22 March at 7.30pm.

**PC295/16 To receive a report from District Cllrs Hales and Barrett**

District Cllr Hales stated there was nothing to report this month.

**PC296/16 To agree the revised Strategic Vision and Plan – APPENDIX C**

The Chair presented the amended Strategic Vision and Plan.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR TRAVIS TO ADOPT THE AMENDED STRATEGIC VISION AND PLAN. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC297/16 To agree the amended Hub Vision Statement – APPENDIX D**

The Chair presented the amended Hub Vision Statement and stated that the following comment should be included:

The long term objective for the Hub is to be financially self-sufficient although it is recognised that for the foreseeable future this will not be possible and the Hub will need to continue to rely on financial support from the Parish Council. ***To receive funding from the Parish Council, the Hub management group must demonstrate that the hub is run in such a way as to minimise the gap between income and expenditure and hence minimise any financial burden on the Parish***

**Council.** The level of any support will need to be conditional and dependent upon issues such as levels of new business from improved marketing, efficiencies, and economies of scope and scale whilst maintaining an agreed level of customer service.

**IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HART TO ACCEPT THE HUB VISION STATEMENT AS DRAFTED INCLUDING THE ADDITIONAL WORDING. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC298/16 To discuss and agree Melbourn Community Hub Management Group Information leaflet about being a Director – APPENDIX E**

**IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR TRAVIS TO ACCEPT THE INFORMATION LEAFLET AS DRAFTED. IT WAS ALSO AGREED THE HUB VISION STATEMENT SHOULD BE INCLUDED WITH THE LEAFLET DROPS. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC299/16 To agree Melbourn Parish Council Facebook Policy – APPENDIX F**

The Chair read out the wording due to Cllr Cross's absence.

'The Assistant Clerk and I met to discuss the possibility of Melbourn Parish Council setting up its own Facebook page. It is the aim of the Parish Council to engage with as many residents of our village as possible. As Facebook is such a widely used form of social media, we see this as a positive way to keep people informed of Parish Council activities and events.

Posts will only be made by the Parish Council via the Clerk's Office. The public will be able to comment on posts (which will give an indication to the Council of residents' opinions). Comments deemed by the Council to be aggressive/inappropriate/offensive will be removed. It will be clearly stated that the Council will not respond to comments and also that our Facebook page is not an appropriate forum for specific questions (due to the extra administrative burden this would place). Questions for Council should continue to be made to the Parish Office by email, telephone, in person etc. and will be subject to the same response times as noted on our website - i.e. acknowledged within 3 working days of receipt and further information, if required, within 20 working days of acknowledging the initial communication. This does not include statutory holidays or days when the office is closed.'

**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR PORTER TO ADOPT THE COUNCIL'S FACEBOOK POLICY. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC300/16 To discuss and approve moving to a new Accountancy Package**

Due to insufficient information this item will be postponed to a future agenda item.

The Clerk is investigating Quick Books and Zero Accountancy Packages

**PC301/16 To approve the drawing down of the Car Park PWLB Loan APPENDIX G**

The Chair read out the following options to Members:

Option 1: £25,540.75 Interim Certificate 8 + £31,718.65 (£23,094.14 final sum + (£8624.51 retention) = **£57,259.40** (this puts us over the agreed sum within the draft precept).

Option 2: **£31,718.65** – That is the final certificate plus retention sum (£23,094.14 final sum + (£8624.51 retention)

Option 3: **£40,000.00** which is £23,094.14 + £8624.51 (retention) = final sum + (£8281.35 this represents a small portion of £25,540.75 which was taken from reserves which we didn't have, so this represents a way of putting some of the reserves back.

The £40,000.00 brings us under the precepted figure per annum which has been shared with councillors for the upcoming precept discussion.

**MEMBERS ASKED FOR CLARIFICATION FROM THE PWLB WHETHER THE FOLLOWING PROCEDURE WOULD BE LAWFUL:**

MPC applied to borrow a further £114,000.00 for capital project of refurbishing the village car park. During the "final sums" negotiations, MPC reduced the final bill from £114,000.00 to £57,259.40.

In December 2016 MPC was required to pay an interim certificate to the value of £25,540.75. This money had to be taken from reserves.

The question of being open and above board, the question to the PWLB is can MPC draw down the full £57,259.40 of which £25,540.75 will be to replenish Council reserves with the remainder being paid to the contractor. Is this acceptable under the PWLB rules for borrowing?

**THIS ITEM WAS DEFERRED UNTIL MONDAY 30<sup>TH</sup> JANUARY 2017 UNTIL A RESPONSE FROM THE PWLB HAS BEEN RECEIVED.**

**PC302/16 To consider and agree a 5% increase on the precept**

This item was deferred until Monday 30<sup>th</sup> January 2017

**PC303/16 To receive any notifications or planning consultation documents**

- (a)** Discharge of Conditions 3 and 10 of Planning Application S/2048/14 at Land at Victoria Way, Melbourn, SG8 6FE. B Tyler. S/3475/16/DC. For information only. Was noted.
- (b)** Proposed Single Storey Rear Extension at 19 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. Mr Malcolm James. S/3151/16/FL. Approved. Was noted.
- (c)** Demolition of Warehouse and Office at 4 Station Road, Melbourn, Royston, Cambridgeshire, SG8 6DX. Mrs Louie Waffron. S/2725/15/FL. Withdrawn. Was noted.
- (d)** Any other notifications at the time of meeting  
Land to the rear of 18 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS – Mr David Blundell. S/3266/16/OL. Refused. Was noted.

**PC304/16 To consider the following Planning Applications:**

- a)** Notification of planning application – Variation of Condition 2 (approved plans of planning permission S/2048/14/FL) at Land at Victoria Way, Melbourn, SG8 6FE. Mr B Tyler. S/3577/16/VC

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

**TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**

**Cllr Norman left the room.**

- b) Notification of planning application – Demolish existing part brick and flat roofed conservatory and replace with a timber framed, pitched roof Dining Room extended by 3.3 sq.m at 38 Dolphin Lane, Melbourn, SG8 6AE. A Rogerson. S/3592/16/FL  
**IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR GATWARD TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**

**Cllr Norman returned to the room.**

- c) Notification of planning application – Form a new bedroom and en suite shower room, enlarged cloakroom and separate w/c within the ground floor outbuildings including 3 No. new doorway openings within modern fabric and 2 No. new conservation roof lights at 57 High Street, Melbourn, SG8 6DZ. Mr & Mrs Cambery. S/3437/16/LB  
**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO SUPPORT THIS APPLICATION WITH NO COMMENT. ALL IN FAVOUR. THIS WAS CARRIED.**

**PC305/16 To discuss the proposed development at the land to the rear of 45-56, The Moor, Melbourn following Hanson Services Ltd Public Consultation on Thursday 19<sup>th</sup> January 2017 between 4pm-7pm at Melbourn Community Hub. APPENDIX H**

Cllr Shepherd left the room

The Chair suspended Standing Orders

Mr Conner asked for clarification in terms of where is the Parish Council with adopting a Neighbourhood Plan. The Chair confirmed the Neighbourhood Plan has still to identify the local areas and a 5 year land supply.

Mr Conner and Mrs Selby raised their concerns that proposed development will have a huge impact on the dangerous junction leading from The Moor onto The High Street, infrastructure, sewerage and in particular the increased volume of traffic travelling along The Moor ie. The taxi firm vehicles, parents dropping off at the nursery, visitors to MVC, sports centre and the park.

District Cllr Hales stated that residents should write to the Parish Council and Planners at SCDC to raise their concerns.

The Parish Council were disappointed Hanson Homes did not contact them in the first stages of planning design. District Cllr Hales stated he had spoken with Mr Hanson at the consultation and Mr Hanson informed District Cllrs Hales he was going to contact The Clerk to ask for an opportunity to present their application to Council in a public meeting.

The Chair reinstated Standing Orders

If the Clerk does not hear from Hanson Homes by the end of this week, members asked The

Clerk to chase Hanson Homes and in the letter ask which areas of Melbourn were leafleted.  
**ACTION: THE CLERK**

Cllr Shepherd returned to the room

#### **Correspondence**

**PC306/16**

##### **a) Any other correspondence at time of meeting APPENDIX I AND J**

- Email from Tim Stebbings relating to Child Safety Incident – Melbourn Car Park. **IT WAS AGREED TO PLACE THIS ITEM ON A FUTURE AGENDA. ACTION THE CLERK**
- Letter from Stagecoach

**PC307/16**

##### **To accept notices and matters for future agendas**

###### **a) Suggestions from Councillors**

- Schedule for Policies Outstanding

At 9.13pm Standing Orders were suspended.

###### **b) Suggestions from Members of the Public**

- There was nothing to report

At 9.14pm The Chair reinstated Standing Orders

**At 9.14pm The Chair closed the meeting**

# APPENDIX A

## Melbourn Parish Council

### Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1346	CHQ: 104516	£500.00	£0.00	£500.00 28/11/16	A Chain of Wild Flowers - Community Grant money	£500.00
		£500.00	£0.00	£500.00	A Chain of Wild Flowers - Total	
1385	CHQ104515	£60.00	£0.00	£60.00 03/01/17	A.S.A.P Pest Control - Mole tripling - Footpitch 19/12/16+21/12/16	£60.00
		£60.00	£0.00	£60.00	A.S.A.P Pest Control - Total	
1374	DC161223 Adobe	£11.42	£1.90	£9.52 23/12/16	Adobe Systems Incorporated - Acrobat Standard DC Subscription one year	£11.42
		£11.42	£1.90	£11.42	Adobe Systems Incorporated - Total	
1381	BACS1701 25BALTD	£180.00	£0.00	£180.00 09/01/17	Beactive Melbourn Ltd - MAYD - Hire of Pavilion	£180.00
		£180.00	£0.00	£180.00	Beactive Melbourn Ltd - Total	
1375	BACS1701 25BIRKETT S	£1,240.80	£206.80	£1,034.00 09/12/16	Birketts - Professional charges - Car Park	
1392	BACS1701 25BIRKETT S	£5,424.00	£904.00	£4,520.00 09/01/17	Birketts - Professional charges for The Hub	£6,664.80
		£6,664.80	£1,110.80	£6,664.80	Birketts - Total	
1366	DC161213B lue seal	£135.11	£22.52	£112.59 13/12/16	Blue Seal - Fan for Hub Oven	£135.11
		£135.11	£22.52	£135.11	Blue Seal - Total	
1395	BACS1701 25BT	£47.40	£7.90	£39.50 07/01/17	British Telecom - Broadband Charge / workshop	£47.40
		£47.40	£7.90	£47.40	British Telecom - Total	
1314DD170109CW		£35.26	£0.00	£35.26 06/12/16	Cambridge Water Company - The Moor 1/6/16 - 30/11/16	
1315DD170109CW		£36.08	£0.00	£36.08 06/12/16	Cambridge Water Company - The Moor 1/6/16 - 30/11/16	£71.34
		£71.34	£0.00	£71.34	Cambridge Water Company - Total	
1399	CHQ: 104518	£54.00	£0.00	£54.00 16/01/17	Cambridgeshire ACRE - Membership 2017	£54.00
		£54.00	£0.00	£54.00	Cambridgeshire ACRE - Total	

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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
1390	BACS1701 25CAPS	£10.00	£0.00	£10.00 09/01/17	CAPS - deduction of wages P Andrew - January 2017	£10.00
		£10.00	£0.00	£10.00	CAPS - Total	
1404	P399	£7.42	£0.00	£7.42 19/01/17	Co-Operative Group Ltd - Refreshments for meetings - C Littlewood petty cash	£7.42
		£7.42	£0.00	£7.42	Co-Operative Group Ltd - Total	
1379	DD170112E ON	£19.27	£0.92	£18.35 27/12/16	e.0n - Sports Social Club The Moor Electricity Bill	
1380	DD170112E ON	£8.17	£0.39	£7.78 27/12/16	e.0n - Old Rec Ground Electricity	£27.44
1387	DD170113E ON	£14.04	£0.67	£13.37 28/12/16	e.0n - Orchard Rd Cemetery	£14.04
1386	DD170116E ON	£146.79	£6.99	£139.80 01/01/17	e.0n - Workshop Car Park Electricity Bill	£146.79
1396	DD170123E ON	£125.89	£20.98	£104.91 08/01/17	e.0n - Electricity Bill Pavilion	£125.89
		£314.16	£29.95	£314.16	e.0n - Total	
1393	BACS1701 25EITS	£1,160.64	£193.44	£967.20 01/12/16	Edge IT Systems - 5 th Year - Contract	£1,160.64
		£1,160.64	£193.44	£1,160.64	Edge IT Systems - Total	
1371	BACS1701 25ESPO	£2.82	£0.47	£2.35 16/12/16	ESPO - Water Jug	
1372	BACS1701 25ESPO	£72.00	£12.00	£60.00 15/12/16	ESPO - Table for Parish Office	
1373	BACS1701 25ESPO	£60.00	£10.00	£50.00 15/12/16	ESPO - Noticeboard x 2	£134.82
		£134.82	£22.47	£134.82	ESPO - Total	
1367	BAC17012 5FIT	£360.00	£60.00	£300.00 21/12/16	Fields In Trust - New Rec Deed of Rectifications	£360.00
		£360.00	£60.00	£360.00	Fields In Trust - Total	
1382	BACS1701 25H&CGM	£126.00	£21.00	£105.00 06/01/17	Herts And Cambs Ground Maintenance Limited - line marking old and new rec ground	

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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
1383	BACS1701 25H&CGM	£672.00	£112.00	£560.00 06/01/17	Herts And Cambs Ground Maintenance Limited - cutting hedges on royston rd and cambridge rd	
1384	BACS1701 25H&CGM	£78.00	£13.00	£65.00 06/01/17	Herts And Cambs Ground Maintenance Limited - marking new rc	
1405	BACS1701 25H&CGM	£1,400.40	£233.40	£1,167.00 19/01/17	Herts And Cambs Ground Maintenance Limited - Monthly cemetery maintenance Jan 17	
1406	BACS1701 25H&CGM	£256.01	£42.67	£213.34 19/01/17	Herts And Cambs Ground Maintenance Limited - Monthly maintenance for five areas of the village	
1407	BACS1701 25H&CGM	£252.00	£42.00	£210.00 19/01/17	Herts And Cambs Ground Maintenance Limited - Overmark pitches on new and old rec 6 + 13 Jan 07	£2,784.41
		£2,784.41	£464.07	£2,784.41	Herts And Cambs Ground Maintenance Limited - Total	
1409	BACS1701 25HMRC	£4839.55	£0.00	£4839.55 20/01/17	HM Revenue & Customs - Tax and National Insurance	£4839.55
		£4839.55	£0.00	£4839.55	HM Revenue & Customs - Total	
1389	BACS1701 25LS	£87.55	£14.59	£72.96 01/01/17	LUCID Systems - February 2017 monthly services	£87.55
		£87.55	£14.59	£87.55	LUCID Systems - Total	
1368	P393	£10.00	£0.00	£10.00 21/12/16	Maureen Brierley - River Mel Working Group use of Pavilion 27/7/16	£10.00
1369	P394	£10.00	£0.00	£10.00 21/12/16	Maureen Brierley - River Mel Working Group use of Pavilion 13/8/16	£10.00
		£20.00	£0.00	£20.00	Maureen Brierley - Total	
1402	BACS1701 25MCHMG	£20.00	£0.00	£20.00 30/12/16	Melbourn Community Hub Management Group - Small upstairs mtg room CAPALC	
1403	BACS1701 25MCHMG	£90.00	£0.00	£90.00 30/12/16	Melbourn Community Hub Management Group - Parish Council Meetings 12th and 19th December 2016	£110.00

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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
		£110.00	£0.00	£110.00	Melbourn Community Hub Management Group - Total	
1408	CHQ: 104521	£92.44	£15.41	£77.03 12/01/17	Melbourn Garage - 2x new tyres for van and replace break light	£92.44
		£92.44	£15.41	£92.44	Melbourn Garage - Total	
1377	P397	£3.49	£0.58	£2.91 05/01/17	Merlin Mica Hardware - Wall plugs - K Rudge	£3.49
		£3.49	£0.58	£3.49	Merlin Mica Hardware - Total	
1378	P396	£27.50	£0.00	£27.50 05/01/17	Post Office - 50 2nd class stamps	£27.50
		£27.50	£0.00	£27.50	Post Office - Total	
1370	P395	£10.01	£1.67	£8.34 03/01/17	Rontec - Petrol for Van	£10.01
		£10.01	£1.67	£10.01	Rontec - Total	
1397	BACS1701 25STS	£775.00	£0.00	£775.00 11/01/17	Shire Tree Surgery - Horse chesnut/Lime Tree Emergency call out Tree Officer	
1398	BACS1701 25STS	£1,045.00	£0.00	£1,045.00 11/01/17	Shire Tree Surgery - 2x sugar maples and 1x beech Beechwood Ave area	£1,820.00
		£1,820.00	£0.00	£1,820.00	Shire Tree Surgery - Total	
1400	CHQ10451 9	£316.00	£0.00	£316.00 17/01/17	Society Of Local Council Clerks - Annual Membership for Clerk & Assistant Clerk	£316.00
1401	CHQ10452 0	£20.00	£0.00	£20.00 17/01/17	Society Of Local Council Clerks - ALCC Assoc Local Council Clerks for Clerk & Ass Clerk	£20.00
		£336.00	£0.00	£336.00	Society Of Local Council Clerks - Total	

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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
1388	BACS1701 25SUKLTD	£2,940.00	£490.00	£2,450.00 30/12/16	Sweett (UK) Ltd - Administration services - car park	£2,940.00
		£2,940.00	£490.00	£2,940.00	Sweett (UK) Ltd - Total	
1391	BACS1701 25TS	£563.30	£0.00	£563.30 05/01/17	Tim Stebbings - Litterpicking Services - Nove 16 - Dec 16	£563.30
		£563.30	£0.00	£563.30	Tim Stebbings - Total	
1394	P398	£30.00	£5.00	£25.00 12/01/17	Urban Plastics - New ladies toilet seat - The Hub / K Rudge Petty Cash	£30.00
		£30.00	£5.00	£30.00	Urban Plastics - Total	
1376	DC170101 WESHUK	£32.40	£5.40	£27.00 01/01/17	WESH UK - Hub and PC Slices for Website - monthly charge	£32.40
		£32.40	£5.40	£32.40	WESH UK - Total	
<b>Total</b>		<b>£23,407.76</b>	<b>£2,445.70</b>	<b>£20,962.06</b>		

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PC294/16

**Melbourn Parish Council January 2017, County Councillor Report**

**British Transport Police** attended the December Rail User Group and said that Meldreth Station experiences about a quarter the level of reported crime and anti-social behaviour compared with stations with similar footfall, and they attribute this in large part to the station gardens – because well-tended environments are generally better respected.

**A grant of £1K** has now been received from the Association of Community Rail Partnerships for the purpose of refreshing the station platform gardens at all three local stations. This will include replacement of tubs with a weather-proof variety. The plan is to launch the new gardens following completion of platform lengthening work. We would welcome more people to take part in station gardening, so please get in touch if you are interested.

**New pedestrian/cycle path, Cambridge Road:** The path should be finished next month, and then there will be a grand opening of the path in March. Wyevale Garden Centre have kindly offered to host a gathering and provide refreshments. For anyone interested, the A10 Corridor Cycling Campaign AGM takes place 26 January at the Shepreth Plough.

**Melbourn-Royston pedestrian/cycle link:** Last month, two Royston county councillors, together with South Cambs District Councillor Aidan Van de Weyer and I, visited the Cambs/Peterborough Local Enterprise Partnership in Alconbury to make the case for a Melbourn-Royston link. The result was encouraging in that the LEP has signalled that it is now receptive to a financial ask on a collaborative approach. The LEP's boundary includes Royston. This is now being taken back to the City Deal for consideration.

**Speed limit reduction Cambridge Road?** Please let me know if this is something the PC would like to explore, so I can liaise with Shepreth Parish Council.

**26 Bus** I've been to see Andy Campbell, Stagecoach Manager, together with representatives of Harston and Hauxton. We asked if Stagecoach would reconsider bringing back an hourly service. Part of the problem is that for passengers travelling on a bus pass, the bus company is reimbursed only 50% of the fare – the formula previously providing 75%. We asked what level of ridership increase would be necessary to make an hourly service commercially sensible; the answer was about 300 passengers per day. It costs Stagecoach £150K per year to run one bus; the 26 service has required three buses, so a total of £450K per year.

Other options discussed were altering the route to terminate at Trumpington Park and Ride. Passengers could then transfer easily to the Guided Bus for Addenbrookes or the station, or the Park and Ride bus into the city centre. The idea would be to run this on an hourly schedule. Andy will consider this; he'd like to run a questionnaire to gauge support.

**Drainage Action Group:** I have arranged a tour with officers (March 20) and a public information evening (March 22) to get this group off the ground, and will contact those people who have kindly offered their help and support.

PC296/16 .

MELBOURN PARISH COUNCIL

Doc. No. ??

Version 2

Review Date: October 2017

#### STRATEGIC VISION

*To restore the trust and confidence of the Parish Council to the residents of Melbourn in the diversity of Service, guidance, advice and associated expenditure.*

#### STRATEGIC PLAN JANUARY 2017 TO MAY 2018

**Aim: To put the Parish Council into good shape, both financially and in terms of good governance, to be in a position to qualify for the NALC Quality Award by May 2018.**

**1. Openness and transparency, and engagement with the community.**

- Implement the adopted Community Engagement Strategy.
- Encourage continuing public attendance at PC meetings, providing information and access for those unable to attend the meetings.
- Ask the community to nominate people for the Melbourn Awards and use this to make the Annual Parish Meeting a 'must attend' event.
- Re-design the website to make it a repository of easy-to-find information.

**Outcome: Have a contested election in May 2018 with new people coming forward to participate.**

**2. Work effectively as a PC, ensuring that governance is excellent.**

- Undertake a thorough review of Standing Orders to ensure that they are fit for purpose and that everyone understands and uses them.
- Carry out an audit of processes against the adopted Financial Regulations, Internal Audit Report and NALC Good Council Award criteria.
- Implement the lessons from the Car Park Working Party post-project review so that future PC projects are subject to good governance.
- Ensure that the adopted policies are reviewed and put into practice. Risk assessments of processes will follow from this.
- Undertake training both to learn the factual basis of being a Parish Councillor and the environment in which a Councillor operates, and the skills of being a Chair.
- Review the need for, and operation of the committees, to improve efficiency, ensure they function properly, and make sure issues are not debated numerous times.
- Understand the changing environment in which the Council will operate.



**Outcome:**

- Have a Council by May 2018 which is run so that the time commitments for Councillors are such that people at all life stages feel they can make the commitment.

**3. Be a good employer.**

- Ensure all *employees* have a job description, a contract, **pension provision and that risk assessments have been carried out as necessary**. Good practice for recording of time worked, holidays taken, etc are in place.
- Ensure that it is clear what *contractors* need to do if they have a complaint/grievance or other issue with the PC.
- Put in place Line Management for the Clerk and a day-to-day contact point.
- Consider what support is needed for the Clerk on her RFO role, and for how long.

**Outcome: a workforce which is clear about what the council expects from it and is confident to raise concerns if necessary.**

**4. Establish a clear understanding of the Council's Finances and develop a strategy for future spending**

- Purchase and use effectively an accounting system.
- Implement a plan to bring reserves up to an acceptable level.
- Review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- Put in place maintenance plans for soft and hard landscaping.
- **Put in place revised financial and governance arrangements for the Hub.**

**Outcomes:**

- A Parish Council which has a clear picture of its actual spend and committed spend at any point in the financial year.
- A published plan to build the reserves up to an acceptable level with timescales.
- A Precept for FY 2018/19 which accurately represents predicted spend and makes an allowance for projects in FY 2018/19.

5. Become a Council which has a clear idea of what its community wants<sup>1</sup> and which works to achieve them.

- Identify a list of projects for future s106 and Precept funding.

**Outcome:** By May 2018, a list of potential projects, with an implementation plan for each, together with an understanding of how the PC will fund its contribution to the work.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting:**

*Review Policy: Every October prior to setting the Precept*

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<sup>1</sup> This can initially be done on the basis of information already collected for the Neighbourhood Plan, and then go on to use input from the implementation of the Community Engagement Strategy.



PC297/16

Draft 18th January 2017

MELBOURN COMMUNITY HUB

STRATEGIC VISION

JANUARY 2017

**Introduction**

The Melbourn Community 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 and sets 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 needs in terms of levels and quality of service.

Historically the housing of the library in the Hub was a key issue during planning and should continue to be so as it provides an exemplary service to the community and offers the opportunity to provide visitors with an understanding of the services available within the Hub.

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.

The long term objective for the Hub is to be financially self sufficient although it is recognised that for the foreseeable future this will not be possible and the Hub will need to continue to rely on financial support from the Parish Council. The level of any support will need to be conditional and dependent upon issues such as levels of new business from improved marketing, efficiencies, and economies of scope and scale whilst maintaining an agreed level of customer service.

**Objectives**

The following objectives reflect the strategic vision and support its application:

- Fully meet the needs of residents, consulting them on a regular basis to assess levels of customer satisfaction
- Encourage community activity and socialisation
- Provide access to on line services and information
- Improve community welfare and well being via access to out reach services
- Provide employment opportunities both paid and voluntary
- Deliver an improving quality service, monitored on a regular basis
- Minimise financial support from the owner

- Regularly review opportunities for external sources of funding including marketing the facilities in the hub to local villages such as Meldreth, Shepreth, and Foxton etc in association with the Hub Management Group
- Continue to Improve the level of library activity and membership
- Provide general publicity to inform residents of hub activity opportunities
- Meet all Health and safety requirements for activities undertaken within the hub

#### Review

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

PC298/16

### **Melbourn Community Hub Management Group Information about being a Director**

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Are you interested in helping your local community? Do you think that you could help to make the most of the Community Hub? Would you like to have a role where you can make a real difference within the Parish?

If you have answered "yes!" to these questions, then you might be interested in standing for election as a **Director of the Melbourn Community Hub Management Group** at the upcoming AGM.

We understand that you need to know what is involved in order to decide whether to put yourself forward. This information sheet will hopefully answer your questions, but if there is anything else that you would like to know, please feel free to contact The Parish Clerk by email: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk) or by telephone: 01763 263303 option 3.

#### **What would be expected of me?**

The Melbourn Community Hub Management Group is a registered charity, established to run and manage the Melbourn Community Hub for the benefit of the local community. Its Directors are charity trustees who must make decisions and act in the best interests of the charity and for the benefit of the local community.

In summary, the Directors are responsible for running the Hub. They may delegate matters to the senior management, but they remain responsible for the Hub's activities and therefore need to have proper oversight of everything. The role involves:

- Deciding policy, strategy and plans for the development and future of the Hub
- Ensuring that the activities of the charity are legally compliant, and that all risks are properly managed (by taking out appropriate insurance, for example)
- Working collectively in the best interests of the charity, and avoiding any conflicts of interest or loyalty or personal benefit
- Prudent management, safeguarding of the charity's assets, and proper administration of the Hub

More information about the responsibilities of charity trustees is available on the Charity Commission website. We would recommend that you read "The Essential Trustee" guidance document for a very useful and brief overview.

#### **Would there be any exposure to personal liability?**

The charity is a company limited by guarantee, which means that the Directors are generally protected from personal liability, provided they have acted properly. So, in order to avoid the risk of personal liability Directors must take decisions prudently and properly, always acting in the charity's best interests and ensuring that the charity remains solvent.

#### **Am I eligible?**

You are eligible to be a Director provided that are over the age of 18, an inhabitant of the Parish of Melbourn and you can answer "no" to each of the following questions:

1. Do you have an unspent conviction for an offence involving dishonesty or deception?
2. Are you currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)?
3. Do you have an individual voluntary arrangement (IVA) to pay off debts with creditors?
4. Are you disqualified from being a company director?
5. Are you subject to an order made under section 429(2) of the Insolvency Act 1986?
6. Have you previously been removed as a trustee by the Charity Commission for England and Wales, the Scottish charity regulator or the High Court due to misconduct or mismanagement?
7. Have you been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)?
8. Are you disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011?

**Is there any support from the Parish Council?**

The Parish Council owns the Hub and established the charity to run it for the benefit of the inhabitants of the Parish. The Council is therefore extremely supportive of the charity and wants it to be successful and to see the Hub thrive as a centre of community activity.

The Directors of the Hub may apply to the Council for grant funding each year for specific purposes to assist in the development of the Hub. Support may also be provided in other ways, for example back office and administrative support services. However, the Council does expect the Directors to work towards operating the Hub self-sufficiently.

**If you would like to apply to become a Director of the Melbourn Community Hub Management Group, please complete the enclosed Application Form and drop it off at the Hub before [DATE TBA].**

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

**Nomination of individual for appointment as Director of MCHMG**

I, ..... (insert full name) of .....

..... (insert full address), being an inhabitant of the parish of  
Melbourn aged 18 or over, intend to propose the following person to be appointed as a director of the  
Melbourn Community Hub Management Group at the 2017 Annual General Meeting:

Full name (including title)	
Former names	
Nationality	
Date of birth	
Business occupation (if any)	
Residential address (including postcode)	

Signed by nominating person: ..... Date: .....

I confirm that I am willing to be appointed as a director of the Melbourn Community Hub Management  
Group with effect from the conclusion of the 2017 Annual General Meeting.

Signed by proposed director: ..... Date: .....



**POLICY: Policy for the use of Facebook**

**PURPOSE:** To provide guidance on appropriate use of Facebook for sharing information by the Parish Council

**SCOPE:** Guidance for Parish Councillors and members of the public for appropriate use of Facebook

The Melbourn Parish Council Facebook pages intends to:

*Provide information and updates regarding activities and opportunities within Melbourn Parish and promote positive thoughts and comments from residents within the parish*

In order to ensure that all discussions on the Melbourn Parish Council page are productive, respectful, energized and consistent with the Councils mission and goals, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarly, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Melbourn Parish Council members or staff, will not be permitted.
- Share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Facebook page for commercial purposes or to market products.

The sites are not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through the Facebook channel. Instead, please see our contact details on [www.melbournparishcouncil.co.uk](http://www.melbournparishcouncil.co.uk). Please do not include personal/private information in your Facebook posts/messages to us.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarized material; any material in violation of any laws, including copyright

S:\Documents\Policies\To be approved 2017\Jan 050117 Facebook Policy V1.doc

1

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

***Non-compliance will not be tolerated and can result in a ban***

Melbourn Parish Council are not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Melbourn Parish Councils social media forums do not necessarily represent those of Melbourn Parish Council.

All comments, once posted, become the property of Melbourn Parish Council and we reserve the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.

Melbourn Parish Council are not responsible, liable for and do not endorse the privacy practices of Facebook or any linked websites. Your use of Facebook and any linked websites is at your own risk.

Melbourn Parish Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from these websites.

Facebook may occasionally be unavailable and we accept no responsibility for this lack of service.

The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and Melbourn Parish Council will not be held responsible for any claims arising in that respect.

We will not engage in/with, and we discourage posts or comments on, issues of a political nature.

Comments should not advertise commercial products or services.

This comment policy may be revised at any time.

By choosing to comment and/or utilise any Melbourn Parish Council Social Media site, users are deemed to agree to this policy.

January 2017

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting:**

*Document Review Policy: 1 Year from last approval*

## Melbourn Parish Council

### Meeting notes – Social Media / Facebook page

5 January 2017

The Hub, 30 High Street, Melbourn

#### Present:

- Nikki Cross
- Claire Littlewood

We met to discuss setting up a Facebook page for the Parish Council. We both agree that setting up a Facebook page would be very positive and useful for the Parish Council. We believe it is a great forum for sharing information and good news about Parish Council activities and events taking place around the village. We have looked at other Parish Council pages and would recommend that Councillors take a look at Gamlingay's page for reference - <https://www.facebook.com/Gamlingayparishcouncil/>. This page has been up and running for some time and seems to get positive feedback from users.

We looked at Social Media Policies for two other Parish Councils – Burghfield and Hazlemere. The Hazlemere Policy was very lengthy and repetitive. The Burghfield Policy was concise and covered the main areas of concern – this is attached. If Councillors agree, we propose adapting the Burghfield Policy for Melbourn Parish Council's Social Media Policy (draft attached).

We strongly feel that a Facebook page should be a way of 'pushing' information out to the public rather than being used as a two way conversation or inviting debate and discussion. Members of the public should be directed to email the office with particular concerns. All posts to the page would be made by the Facebook page administrators. The Social Media Policy makes this clear and should be readily available on both the Facebook page and the Parish Council website.

The next step would be to speak to Caroline Baker for IT support in setting up the page and ensuring that settings are adequate.

Once the page is up and running, Councillors could send suggestions for updates to the site could be made to the Clerk with all updates being made via the Parish Office.

Nikki Cross

Claire Littlewood



PC301/16



Department for  
Communities and  
Local Government

Mrs Sarah Adam  
Melbourn Parish Council  
30 High Street  
Melbourn  
Royston  
SG8 6DZ

Our Ref:  
SRP 5/23/05 Application 2016-17 (095)

10 January 2017

Dear Mrs Adam,

**BORROWING APPROVAL**

1. I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, for the construction work required to the refurbishment of the village car park is approved by him as a purpose for which Melbourn Parish Council, "the Council", may borrow an amount not exceeding £114,000.

2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.

3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided not to extend council tax referendum principles to town and parish councils in 2016-17. However, it remains an option for Ministers to make town and parish Councils subject to the principles in future years.

4. Any precept increase which was attributable to this borrowing approval would not be excluded from consideration under any future council tax referendum principles which were applied to town and parish councils.

5. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

- (a) the Council may borrow only for the purpose specified in paragraph 1 above;
- (b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;

Department for Communities and Local Government  
Local Authority Capital Finance and Reserves  
2 Marsham Street  
Fry Building, 2<sup>nd</sup> Floor, SE Quarter  
London, SW1P 4DF

Tel 0303 444 3132  
Email: parish.borrowing@communities.gsi.gov.uk

- (c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;
- (d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the borrowed funds before the end of the period of the approval;
- (e) where the Council borrows any money in reliance on this approval, it will notify the Department for Communities and Local Government (DCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;
- (f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify DCLG as soon as is reasonably practicable.

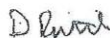
6. In exercise of his powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 50 years, starting on the date on which the money is borrowed.

7. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWL) should visit the Board's website in the first instance [www.pwl.gov.uk](http://www.pwl.gov.uk). PWLB may be contacted on 0207 862 6610 or e-mailed at [pwl@dm.gov.uk](mailto:pwl@dm.gov.uk).

8. The contact at this office for any enquiries is Mr Shafi Khan on 0303 444 3132 or e-mail to [parish.borrowing@communities.gsi.gov.uk](mailto:parish.borrowing@communities.gsi.gov.uk).

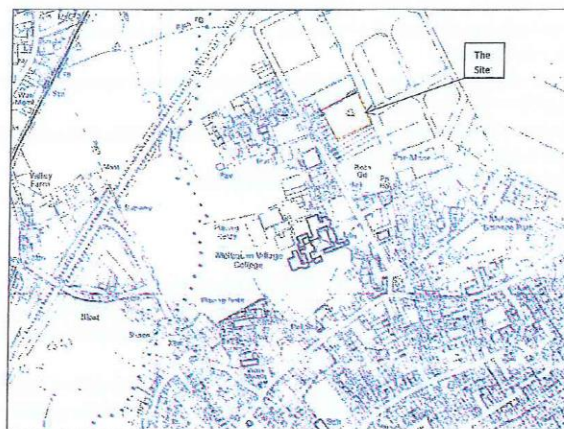
9. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,



**Divya Patel**  
Strategy, Revenue and Capital Division

Land to the rear of numbers 46 - 56 The Moor, Melbourn



Hanson Services will soon be submitting a detailed planning application for a development of approx. 25 new homes (both affordable and private sale dwellings) on the above site, shown outlined in red on the plan. The land is located on the opposite side of the road to the recently completed development at 31 the Moor, which also provided a mix of affordable and private sale housing. Access would be taken from the existing road between numbers 50 & 52 The Moor.

*Please come along and give us your comments about these proposals before the planning application is finalised and submitted. You can also register your interest in any of the units on the proposed development.*



## APPENDIX I

PC306/16 (a)

Correspondence

### Parish Clerk

**From:** Tim Stebbing <stebbingtim@hotmail.com>  
**Sent:** 20 January 2017 14:38  
**To:** Parish Clerk; Tim Stebbing  
**Subject:** Child safety @ the new carpark.  
**Importance:** High

Sarah, I need to draw your attention to an incident on Tuesday afternoon 17<sup>th</sup> that thankfully did not become a fatality or two, but came close.

I was changing trailer litter bags adjacent to the waste bin on the corner of the shrubbery as parents were leaving the primary school with their children, some were walking towards me from the school gate. Two boys on their bikes came weaving through at a fast pace and exited the path across the end of the bus bay and the high st turning right towards the moor.

The leading child was talking excitedly to the second one over his shoulder and barely glanced at the road in either direction, the second blindly following the firsts lead, then they were gone.

It was fortunate that a kind motorist had slowed to a stop southbound, [after the zebra crossing], at the car park entrance to let a mother with buggy and children nip across.

The two cyclists could not have seen any vehicle travelling northbound.

My concerns are as follows.

1. There needs to be a Zig Zag barrier at the end of that path to slow down children.
2. Perhaps the school needs to re-address the teaching point of pedestrian crossings with and through the parents because so many of them take the children the shortest route ignoring the zebra crossing
3. Perhaps the pedestrian crossing is in the wrong place.
4. Perhaps there needs to be a school entry / exit time 20 mph school zone applied from the cross traffic lights to the moor, bearing in mind the number of youngsters that exit MVC and the primary and cross the high st via Vicarage – church walk – the moor.
5. With the concentrated number of vehicles traversing the high st and entering / exiting the carpark to collect / deliver.....it is only a matter of time.....

I have advised Jose Hales and the primary school office of this incident.

Sent from [Mail](#) for Windows 10



PC 306/16(b)

100 Cowley Road  
Cambridge  
CB4 0DN

T 01223 433250  
F 01223 433275

[stagecoachbus.com](http://stagecoachbus.com)



Ms S Adam  
Clerk to the Parish Council  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

18<sup>th</sup> January 2017

Dear Ms Adam

No. 26 Bus – Royston to Melbourn – reduction in service

I write in response to your letter of 11<sup>th</sup> January 2017 regarding the service 26.

Patronage on the service has declined steadily over a prolonged period of time.

We had to make cuts to the service because the revenue taken was insufficient to cover the operating costs. We thought it better to reduce the frequency of off peak rather than withdraw the service.

I apologise for any inconvenience caused to your parishioners.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Andy Campbell".

Andy Campbell  
Managing Director  
Stagecoach East

11 January 2017

Head of Customer Service

Stagecoach

100 Cowley Road

Cambridge

CB4 0DN

Dear Sir / Madam

**No 26 Bus – Royston to Melbourn – reduction in service**

I am writing on behalf of Melbourn Parish Council and local residents to express concern at the recent reduction in service of the number 26 bus, from hourly to two hourly off-peak.

Many Melbourn residents make regular use of this bus service and depend on it for access to Royston and Cambridge. While our community is fortunate to have the nearby Meldreth Railway Station, this is unfortunately not an option for people with reduced mobility. The 26 bus provides an essential transport service.

Melbourn is a large village with over 5,000 residents and further development planned or underway for nearly 300 new homes. Other villages along the A10 corridor are experiencing similar levels of growth. There are concerns about the volume of traffic flowing through the village and the Parish Council would encourage local people to make use of the excellent public transport links that we currently enjoy. Given these factors we believe that demand for bus services is likely to rise, and would urge Stagecoach to consider reinstating the hourly service.

I hope that our comments are noted and that Melbourn residents' concerns are taken into account when any decision is made regarding the bus service. Melbourn Parish Council would very much hope that Stagecoach will continue with your '*commitment to provide a good service which meets customers' needs*' as set out in your Customer Charter.

Yours faithfully

Sarah Adam

Clerk to the Parish Council