

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 24th April 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

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

In attendance: The Clerk, County Cllr van de Ven, District Cllr Barrett, and approximately 8 members of the public.

PC392/16 To receive apologies for absence

Cllr Cross, Sherwen and Siva for personal reasons and Cllr Hales for late arrival to the meeting.

PC393/16 a) 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 Vice Chair of Governors to Melbourn Primary School – PC410/16 e)

Cllr Hart - non pecuniary interest as knows the owner of Phillimore's Garden Centre – PC410/16 d

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

There was nothing to report.

c) To grant any requests for dispensation as appropriate

The Clerk has received Dispensation Requests relating to non-pecuniary interests for The Hub from Cllrs Travis, Cross, Porter, Kilmurray and Hales. These are valid from now until May 2018

PC397/16 To receive a report from County Cllr van de Ven

County Cllr van de Ven presented her report (**APPENDIX A**) and asked the Parish Council would they like to pursue the Highways Volunteer Scheme. The Chair proposed this would be an agenda item at the next meeting on Tuesday 2nd May 2017.

The subject was raised about the collision along the new cycle path with a cyclist and a lorry. County Cllr van de Ven explained the County Cycle Team are treating this as high priority and they will be speaking with all the businesses located along the path including Phillimore's and Cherry Park to raise their awareness and discuss the erecting of signs informing cyclists and motorists to be aware. The matter is being dealt with by John Stanley of the Cambridgeshire Highways Department

PC394/16 To approve the Minutes of the Parish Council Meeting 27th March 2017

There were no comments from Cllrs. District Cllr Barrett raised that she was present at the meeting and could this be added.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS TO ACCEPT THE MINUTES WITH THE FOLLOWING AMENDMENTS. CLLR REGAN AND HARRINGTON

ABSTAINED AS THEY WERE NOT PRESENT AT THE LAST MEETING. ALL OTHER COUNCILLORS WERE IN FAVOUR. THIS WAS CARRIED.

PC395/16 To report back on the minutes of the Parish Council Meeting 27th March 2017

The Clerk explained there were no actions to report back on apart from BeActive and the running of the Pavilion that will be discussed on the 2nd May 2017.

The Chair explained the Annual Award Scheme would be kept simple this year and the Council will just ask for nominations. Posters have gone up so please can members of the public and Councillor put forward their nominations

PC396/16 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).

The Chair suspended Standing Orders 7.30pm

Mr Stapleton raised his concern about the recent collision on the cycle path and felt this should be a Highways matter, however because this needs to be addressed as a matter of urgency would the Parish Council consider erecting signs before another accident occurs and could the hedges along the cycle path be cut back. The Chair noted Mr Stapleton's comments.

Mr Forbes mentioned that at the last meeting Mr Travis raised the subject there were two new members of the Hub Management Group but names were not mentioned at the meeting, however in the minutes the names were mentioned. Also Mr Forbes noted the Public Participation at the end of the agenda had been removed. The Chair explained the agenda has been changed to keep in line with the standard format used by Parish Councils.

Mr Forbes asked the question why has there been no update from the Car Park Phase 2 Working Party.

Members from the Car Park Working Party Phase 2 explained they met again last week. They have now structured the approach and next steps and this will be in tandem with the report which is to invite people to meet with them or if they do not wish to do this then members of the public can write to the Working Party with their point of view.

Mr Forbes asked does this mean nothing has happened since payment was made for Phase 1? Members of the working party explained there had been an enormous amount of work which had taken place and the Working Party has only just read through the documentation. A sequence of events has been put together and they are now in a position to say what happened during the project and are also able to explain where the errors occurred.

Mr Forbes stated it would have been nice to hear something has gone on but as a member of the public there had been nothing. Members from the Working Party explained the information should be collated in the next few weeks. Meetings have been Clerked and minuted but have not been put in the public domain as yet. Minutes will be included as part of a full report that will be published.

Until further information is able to be released the Clerk will add the dates of the meeting onto the website when the Car Park Working Phase 2 Working Party has met. **ACTION THE CLERK**

At 7.39pm The Chair reinstated Standing Orders

PC398/16 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. APPENDIX B

This month there are two approval lists. The first list details items from 2016/2017 financial year and the second from 2017/2018 financial year.

The Clerk explained all payments highlighted in red have already been made by BACS/Debit Card or by Direct Debit. In particular the Clerk brought to the attention of the Council the following:

- Interserve Construction Payment Certificate 10 for the Car Park £27712.97 payment was due 14th April 2017 and paid on 12th April 2017
- Hibbitt and Son Ltd – Outstanding Balance for Kohima Stone - £1058.17 was paid on 2nd April 2017
- PWLB - Hub Loan – Payment of £16477.10 payment due 18th April 2017 and taken by direct debit on 18th April 2017.
- Came and Company – insurance for Parish Van. Payment of £550 was due on 23 April 2017 and paid 20th April 2017. The Clerk explained that other quotes were obtained but were all more expensive – around the £800 mark.

Payments in the previous Financial Year

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR REGAN TO ACCEPT THE APPROVAL LIST FROM THE PREVIOUS FINANCIAL YEAR. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Payments for the current Financial Year

The Clerk explained there are two rates payments for 'Cemetery' – this refers to New Road Cemetery and it is for 2 consecutive months and not a duplicate payment.

The Clerk explained there is an item for £500 to open the current account with Unity Bank and explained the cheque will be written out to Melbourn Parish Council and not to Unity Bank,

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR SHEPHERD TO ACCEPT THE APPROVAL LIST FROM THIS AND THE NEXT FINANCIAL YEAR. ALL WERE IN FAVOUR. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR REGAN TO ACCEPT TRANSFER OF £15,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC399/16 To receive a report from District Cllr Barrett and Hales
There was nothing to report

PC400/16 To decide whether Melbourn Parish Council participates in Melbourn Bloomsday Festival – APPENDIX C

The Chair explained Mr Pollock has asked whether the Parish Council will support Bloomsday as it

has done in the past.

- A letter of support for the event from **The Parish Council** rather than the Chair of the Parish Council.
- The Chair to attend the first event and say a few words to launch it.

The Chair explained if the Council wishes for this to happen she has no objections as Chair.

The Chair explained due to high workload in the Parish Office that if The Clerks wish to take part they do so as private citizens and not as Council employees.

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR PORTER. ALL COUNCILLORS WERE IN FAVOUR. THIS WAS CARRIED.

PC401/16 To agree dates of meetings in May 2017

The Clerk proposed the following dates:

- Tuesday 2nd May 2017 – To discuss Community Grant Applications/Planning Applications and Tender Process/Running of the Pavilion
- Monday 8th May 2017 – Annual Parish Meeting and Awards
- Monday 15th May 2017 – No Meeting
- Monday 22nd May 2017 – Annual Parish Council Meeting (Election of Chair/Vice Chair/Committee discussions)
- Tuesday 30th May 2017 – No Meeting

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HART. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC402/16 To re-consider a decision that was taken at the Parish Council Meeting held on 13 March 2017, PC365/16 - To discuss a report from the War Memorial Working Party and consider funding of landscaping and replacement fencing - Information which has come to light since 13 March suggest that the cost of installing the Kohima Stone may be higher than the Council expected

The Chair explained at the meeting on 13th March 2017 Council decided to go ahead with the installation of the Kohima Stone at The Cross but without the associated landscaping proposal. An amount of £998.00 had been included in the estimate from Hibbitts for installation.

However, that did not include the cost associated with excavating the slope away from the church wall. It was suggested that the work could be done by volunteers. When it was looked at, a further complication came to light in that it is likely that British Telecom underground services run along that piece of ground. If work is done by a landscaper it is their responsibility to check on location of underground services and provide indemnity and that of course would mean additional cost.

There is also the issue of the appropriateness of the Kohima Stone as part of the World War I

memorial as raised at the last meeting.

A member suggested a proposal to the Council for consideration that would avoid both these issues and that is to install the Kohima Stone at 83 High Street where the garden is at present and is also where there used to be a Building with connections to the British Legion.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR PORTER TO RELOCATE THE KOHIMA STONE TO 83 HIGH STREET MELBOURN. ALL COUNCILLORS WERE IN FAVOUR APART FROM CLLR GATWARD WHO WAS AGAINST. THIS WAS CARRIED.

PC403/16 To discuss and agree on grass cutting in and around Melbourn

The Chair explained the grass in Melbourn is cut variously by the County Council, South Cambs County Council and the Parish Council. The cuts happen at different times and with varying frequency so the consensus last year was that the village often looked a mess.

The Council agreed in principle that it would be a good idea for the Parish Council to take over responsibility for all grass cutting within the village.

The Chair explained there have been discussions with Cambridge County Council about how much they will give as a grant to the Parish Council to do the work and there was a discussion with the Parish Council's Contractor about how much it would cost to do the work. The figures work out that the Council will not be out of pocket and will make allowances if the cost of grass cutting increases. the Council agree to this proposal then Cambridge County Council will formally write to the Parish Council and will include a clause to say that if in the future the grant does not cover the cost of grass cutting Melbourn Parish Council has the right to hand back the grass cutting to County.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS TO ACCEPT THE GRANT FROM CAMBRIDGE COUNTY COUNCIL TO TAKE RESPONSIBILITY FOR GRASS CUTTING IN MELBOURN. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC404/16 Agreement of Signage of documentation between Knowles Benning LLP Solicitors and Melbourn Parish Council relating to Melbourn Cemetery, Mr Brian Tyler, Granary Development.

The Chair explained this relates to the discussion at the meeting on 13th March 'To discuss matters arising from Victoria Heights' about the relocation of the cemetery access road and the positioning of the water supply.

Mr Tyler's solicitors have asked for what has been agreed to be put into one document and signed off by the Council and the changes have already been formally agreed and minuted by the Council.

THE CHAIR SIGNED THE DOCUMENTATION.

PC405/16 To agree Terms of Reference for: APPENDIX D

- **HR Panel**

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR HARRINGTON TO ACCEPT THE TERMS OF REFERENCE FROM HR PANEL. ALL WERE IN FAVOUR THIS WAS CARRIED.

Cllr Hales arrived at the meeting.

- **Conservation**

There was discussions between Cllrs about whether Cemeteries and Conservation could form one committee.

The Chair also raised the issue that the Conservation Terms of Reference could not be approved this evening as there are certain clauses in the document that assumes a delegated budget will be agreed by the committee. Both items will need to be discussed at the Annual Parish Council Meeting on 22nd May 2017.

- **Melbourn Futures Working Party**

Members from the Melbourn Futures Working Party explained how the working party has expanded, before Melbourn Futures Committee discussed the 199 Houses on New Road, now this includes developments that are being proposed in Melbourn and the difference now is the working party need to put forward their recommendations to the Parish Council.

The Chair explained that at the Planning Training session Councillors attended on Saturday there were discussions about the conditions that might be applied to planning consents.

SCDC made the point that they do not have the resources to monitor compliance with the conditions and they rely on Parishes to notify them if there is evidence that conditions are not being complied with. The Chair suggested that this responsibility should be included in the ToRs.

The Chair explained this requires further discussions so these Terms of Reference will be discussed at a future meeting. **ACTION: THE CLERK**

PC406/16 To agree and adopt

a) Persistent, vexatious or abusive complaints – APPENDIX E

The Chair explained Mr Forbes drew our attention last time to an apparent discrepancy in Appendix 1 bullet point 18. The Council's current standing orders and indeed the ones to be adopted shortly, make it clear that anyone can record public meetings if they wish.

Cllr Kilmurray has suggested that 18 be reworded as follows to make the intent clear:

Electronically recording private meetings and conversations without the prior knowledge and consent of the other person(s) involved.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN TO ACCEPT THE PERSISTENT, VEXATIOUS OR ABUSIVE COMPLAINTS WITH THE AMENDMENT ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Standing Orders – APPENDIX F

The Chair pointed out that Section 3 (w) which says that meetings will not last more than 3 hours. So at future meetings the Council will end at 1015pm.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART TO ACCEPT THE NEW STANDING ORDERS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC407/16 To note the consultation on the proposed 2017 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Councils own development and for waste development. – APPENDIX G

The Chair explained in an ideal world the Council would respond to consultations on issues which have an impact on our work. However, if that is not possible and in this case the Council should be honest and say it wasn't a priority at the time, therefore the Council would like to note that Melbourn Parish Council had the opportunity to comment. **ALL COUNCILLORS WERE IN AGREEMENT.**

PC408/16 To note the Housing White Paper Consultation from NALC – APPENDIX H

The Chair explained a response is required by 28th April 2017 so the Council does not have time to put anything together, therefore the Council will note the document. **ALL COUNCILLORS WERE IN AGREEMENT**

PC409/16 To receive any notifications or planning consultation documents

- a) Notification of application for refusal to consent to undertake tree works: S/1269/17/TP. Mr John Evans, 1 Garden End, Melbourn, SG8 6HD. For information only. WAS NOTED
- b) Notification of application grants permission for external chimney alterations and internal fireplace alterations to 29 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. N Preston. S/0506/17/FL For information only. WAS NOTED
- c) Notification of application refuses permission for outline planning permission for new house and garage with all matters reserved. 18 Greenbanks, Melbourn, Royston, Cambridgeshire, SG8 6AS. Mr David Blundell. S/0501/17/OL. WAS NOTED
- d) Notification of application grants permission for front porch at 5 Chapmans Close, Melbourn Royston, SG8 6AH. S/0535/17/FL. Mr Michael Chalmers. WAS NOTED
- e) Notification of Planning Application for variation of Condition 2 (approved plans of planning permission S/2048/14/FL) S/3577/16/VC at Land at Victoria Way, Melbourn, SG8 6FE. Mr E Tyler. WAS NOTED
- f) Notification of Planning Application for Discharge of conditions regarding planning obligations at the land to the rear of Victoria Way, Melbourn. S/0963/17/PO Mr B Tyler. WAS NOTED
- g) **Any other notifications at the time of meeting**
Notification of Lawful Development Certificate for 41 The Lawns, Melbourn, Royston, Cambridgeshire, SG8 6BA. For Single Storey Rear Extension. WAS NOTED.

PC410/16 To consider the following Planning Applications

- a) Notification of Planning Application Discharge of conditions 3,4 and 5 of planning permission S/1621/16/LB reference S/0729/17/DC at Temple House, 27 High Street, Meldreth, Royston Cambridgeshire, SG8 6JU. Millington.
THE COUNCIL DID NOT DISCUSS AS IT WAS SENT TO MPC IN ERROR.
- b) Notification of Application to carry out tree works subject to a tree preservation order or situated within a conservation area at Building 1, Whiting Way, Melbourn, Royston, Cambridgeshire, SG8 6NA. (T1) Row of sycamore & ash trees – laterally prune all trees back to fence line due to the overhanging branches encroaching onto building which is causing shading. (T2) Ash – fell due to extensive dieback in crown and close proximity to road. Mr Neil McKenzie. S/1085/17/TP
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HARRINGTON TO ACCEPT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- c) Notification of Planning Application for erection of a new fence on the boundary line with the grassed verge to the highway at 5 Rupert Neve Close, Melbourn, Royston, Cambridgeshire, SG8 6FB. S/1253/17/FL Mr Hussein.
 - *Strongly object*

- *We believe it was a planning condition for Rupert Neve Close that the boundary was to be retained because it was the historic field boundary. We have anecdotal evidence that the hedge played a part in the social history of the village being used for grafting in the adjoining orchard.*
- *Removal of part of the hedge will be detrimental to the gateway to the village as it disguises Rupert Neve Close when entering the village.*
- *It is a question to ask the owners to clarify but we do not believe that they own the land on which the hedge is planted and do not have the right to remove the hedge*

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR GATWARD TO STRONGLY OBJECT TO THIS APPLICATION WITH THE ABOVE COMMENTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- d) Notification of Planning Application for new showroom to replace existing porta cabins at Phillimore Garden Centre, Cambridge Road, Melbourn, Royston, Cambridgeshire, SG8 6EY S/1105/17/FL. Mr Nigel Clarke

Cllr Hart left the room

IT WAS PROPOSED BY CLLR HARRINGTON AND SECONDED BY CLLR SHEPHERD TO ACCEPT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- e) Town and Country Planning Act 1990, Town and Country Planning General Regulations 1992 – Regulation 3. The internal relocation of an existing 15.6m x 9.6m 5 bay mobile classroom, for a temporary period until 31st December 2018 at Melbourn Primary School, Mortlock Street, Melbourn, SG8 6DB. *Cambridge County Council Application No: S/0232/17/CC*

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES TO ACCEPT THE APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR ACCEPT CLLR NORMAN WHO ABSTAINED. THIS WAS CARRIED.

- f) Notification of application to carry out tree works subject to a tree preservation order or situated within a conservation area at 137 High Street, Melbourn, Royston, SG8 6AR. S/1334/17/TC. Mrs Newman. T1: Prunus – A crown reduction of 30% is recommended to ensure clearance and avoid damp conditions to thatched roof and improve light filtration to property and T2: 3x sycamores on High Street boundary and 1x sycamore on water lane boundary (previously pollarded) – crown reductions of 30% also recommended to incorporate pruning back and over road and path, as well as clearing BT lines, again to improve light filtration to property and manage previously pruned crowns.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR GATWARD TO ACCEPT THIS APPLICATION WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC411/16 Correspondence:

- a) Any other correspondence at time of meeting

- Correspondence from Jocelyn Robson – APPENDIX I

PC412/16 a) To receive an HR Panel Update

The HR Panel gave a brief update and explained that they are working through the list of what is included in their Terms of Reference and have focussed on items 2.2 & 2.7 & 2.9. Their next steps are to propose a Progression through the Pay Scale Policy in line with item 2.3, to meet our commitment to employee professional development – 2.11 and establish performance management procedures – 2.12/13

The HR Panel stated the Council will now need this discussion to be in Camera due to the

confidentiality related to rates of pay and terms and conditions – Terms of Reference 2.1 & 2.2.

The Chair closed the public session of the meeting at 8.45pm.

MEMBERS NOW WENT INTO CAMERA

b) Staffing Issues (Held in Camera)

The Chair then closed the meeting at 21.37PM.

APPENDIX A

Melbourn Parish Council April 2017, County Councillor Report

Narrow pavement, entrance to Back Lane: Thanks to residents who have raised a concern about an overgrown stretch of pavement at a key point for pedestrians. The pavement has narrowed to 70 cm and can't accommodate a pushchair. The suggestion was made that if sided out, helpful extra width could be gained.

My response is that I would of course notify Highways, because it's important that all issues of Highways responsibility be logged. Being practical, I'd suggest we should look at what other communities are doing in similar situations. Meldreth, which out of its Parish Plan some years ago set up a network of pavement wardens, is one parish that has signed up to the Highways volunteer scheme. One of these volunteers has done some siding out work on key pavements. Highways provides the permissions and cover needed. I've spoken to the resident concerned, who was very willing to side out this bit of pavement. Would the parish council like to pursue the Highways volunteer scheme?

Cherry Park site entrance: A collision occurred earlier this week involving a TTP commuting cyclist and a lorry. Fortunately there was no injury. I met on site with a representative from TTP and the County Cycling team, who would discuss appropriate measures with the owners of the site. New assets bring new problems and junctions are an obvious concern. This is a priority now for the County Cycling team.

May 7 Annual A10 Awareness Cycle Ride: All welcome – Set off from Trumpington Park and Ride and head to Phillimore. The ride will be marshalled at all junctions, as usual. After refreshments, people will be welcome to join a ride to the Royston Road end of Melbourn to inspect the start of the Melbourn-Royston path, to see first-hand what is proposed for a safe link to Royston.

26 Bus: Resumption of an hourly service will commence at the end of the July school term. Off-peak journeys only will terminate at Park and Ride. Sadly, the 27 bus will be withdrawn. The consultation feedback indicated that of people who actually ride the bus, greatest support was to upgrade the 26. Strong ridership means make or break.

New Bus User Group: Cam Vale BUGs - In response to changing fortunes of commercial and subsidized bus services, a new group has been set up. An inaugural meeting last week saw 20 people attending, and a follow-up will be held in late June, when the plan is to become properly constituted. This meeting was attended by Royston and District Community Transport and the Chair of Whaddon Parish Council, who is a public transport professional and provided very helpful advice. I'm posted the minutes on my website for now, but the group will need to establish its own platform.

Network Rail proposal to close C04 level crossing, south of Meldreth Railway Bridge. I've met on site with County Rights of Way officers who will be strenuously objecting to this proposal, and also a local farmer and a representative of the NFU. I have logged my consultation response (posted on my website) arguing that the proposed alternative route is inappropriate on safety grounds.

As this is my last report for this County Council term, I would like to say thank you to Melbourn Parish Council and residents for making me so welcome in this wonderful village, and for working cooperatively in support of all corners of the community.

APPENDIX B

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1591	BACS1704 26AC	£16.00	£0.00	£16.00 31/03/17	Anita Cook - 2 hours gardening 83 High Street	£16.00
		£16.00	£0.00	£16.00	Anita Cook - Total	
1593	BACS1704 26BALTD	£180.00	£0.00	£180.00 31/03/17	Beactive Melbourn Ltd - Pavilion usage for MAYD March 17	£180.00
		£180.00	£0.00	£180.00	Beactive Melbourn Ltd - Total	
1552	DD170411E ON	£28.86	£1.37	£27.49 27/03/17	e.On - Electricity Bill sports and social club Littlehands	
1553	DD170411E ON	£7.62	£0.36	£7.26 27/03/17	e.On - Electricity Bill Old Rec Groud	£36.48
1594	DD170418E ON	£8.53	£0.41	£8.12 31/03/17	e.On - Orchard Road Cemetery Electricy reading	£8.53
		£45.01	£2.14	£45.01	e.On - Total	
1541	BACS1704 26ESPO	£31.52	£5.25	£26.27 16/03/17	ESPO - Various stationery for Parish Office	
1542	BACS1704 26ESPO	£22.68	£3.78	£18.90 16/03/17	ESPO - Various stationery for workshop	£54.20
		£54.20	£9.03	£54.20	ESPO - Total	
1544	BACS1704 02H&S	£1,058.17	£176.36	£881.81 30/03/17	Hibbit & Sons - To outstanding balance for Kohima stone	£1,058.17
		£1,058.17	£176.36	£1,058.17	Hibbit & Sons - Total	
1588	BACS1704 12ICLTD	£27,712.97	£4,618.83	£23,094.14 31/03/17	Interserve Construction Ltd - Invoice 10 Payment	£27,712.97
		£27,712.97	£4,618.83	£27,712.97	Interserve Construction Ltd - Total	
1602	BACS1704 24MCHMG	£93.50	£0.00	£93.50 06/02/17	Melbourn Community Hub Management Group -	
1		£45.00	£0.00	£45.00	F&GP Hire of Large mtg room on 27 Feb for pc meeting - await credit	
2		£48.50	£0.00	£48.50	F&GP PC Meeting 6 February - Atrium and projector	
1603	BACS1704 24MCHMG	£37.50	£0.00	£37.50 01/03/17	Melbourn Community Hub Management Group - Hire of upstairs mtg room 010317	£131.00
1596	BACS1704 26MCHMG	£5.00	£0.00	£5.00 02/02/17	Melbourn Community Hub Management Group - Hire of small mtg room 2 Feb - HR Mtg	

Signature

Date

20/04/17 04:18 PM Vs: 7.4

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1597	BACS1704 26MCHMG	£10.00	£0.00	£10.00	09/02/17	Melbourn Community Hub Management Group - Hire of small mtg room 9 Feb - HR Mtg	
1598	BACS1704 26MCHMG	£20.00	£0.00	£20.00	14/02/17	Melbourn Community Hub Management Group - Hire of small mtg room 14 Feb - HR Mtg	
1599	BACS1704 26MCHMG	£10.00	£0.00	£10.00	20/02/17	Melbourn Community Hub Management Group - Hire of small mtg room 20 Feb - Clerk and Chair Mtg MCHMG	
1600	BACS1704 26MCHMG	£10.00	£0.00	£10.00	09/03/17	Melbourn Community Hub Management Group - Hire of small mtg room 09 March - Grass cutting mtg	
1601	BACS1704 26MCHMG	£183.50	£0.00	£183.50	31/03/17	Melbourn Community Hub Management Group - Hire of main hall for Parish Meeting 13 March 17 and projector	£238.50
1		£90.00	£0.00	£90.00		F&GP Hire of main hall 27th March for PC Meeting	
2		£93.50	£0.00	£93.50		F&GP Hire of main hall on 13th March for PC Meeting and projector	
		£369.50	£0.00	£369.50		Melbourn Community Hub Management Group - Total	
1543	P419	£10.00	£1.67	£8.33	27/03/17	Melbourn Garage - Petrol for shredder - P Andrews	£10.00
		£10.00	£1.67	£10.00		Melbourn Garage - Total	
1548	P421	£1.99	£0.33	£1.66	29/03/17	Merlin Mica Hardware - Fixings for key cabinet K Rudge	£1.99
		£1.99	£0.33	£1.99		Merlin Mica Hardware - Total	
1540	BACS1703 27NP	£106.52	£0.00	£106.52	31/03/17	Now Pensions - Direct Debit for March 17 Pensions	£106.52
1539	BACS2703 17NP	£119.10	£0.00	£119.10	28/02/17	Now Pensions - Direct Debit for February 17 Pensions	£119.10
1491DD170329NP		£43.20	£7.20	£36.00	01/03/17	Now Pensions - Employer service charge March 2017 - pensions	£43.20
1545DD170330NP		£43.20	£7.20	£36.00	30/03/17	Now Pensions - Employer Service Charge 2017	£43.20
		£312.02	£14.40	£312.02		Now Pensions - Total	

Signature

Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1592	BACS1704 26PJR	£81.60	£13.60	£68.00 31/03/17	P J Robinson - Call out refitting of pavilion clock	£81.60
		£81.60	£13.60	£81.60	P J Robinson - Total	
1538	P418	£56.00	£9.33	£46.67 27/03/17	Post Office - Postage stamps 100 2nd class stamps	£56.00
		£56.00	£9.33	£56.00	Post Office - Total	
1492	DD170418P WLB	£14,470.13	£0.00	£14,470.13 17/03/17	Public Works Loan Board - Community Hub - loan repayment	£14,470.13
1493	DD171418P WLB	£2,006.97	£0.00	£2,006.97 17/03/17	Public Works Loan Board - Communit Hub - loan interest	£2,006.97
		£16,477.10	£0.00	£16,477.10	Public Works Loan Board - Total	
1547	P420	£15.00	£2.50	£12.50 29/03/17	Timpson - Key cutting - 3 keys K Rudge	£15.00
		£15.00	£2.50	£15.00	Timpson - Total	
1577	DD170401 WESHUK	£18.00	£3.00	£15.00 01/04/17	WESH UK - Website slices	£18.00
		£18.00	£3.00	£18.00	WESH UK - Total	
1604	BACS1704 26WL	£621.84	£103.64	£518.20 09/03/17	Wicksteed Leisure -	£621.84
1		£1,900.14	£316.69	£1,583.45	PLAY Repairs/parts to playparks x 2	
2		-£1,278.30	-£213.05	-£1,065.25	PLAY credit note for invoice 733543	
		£621.84	£103.64	£621.84	Wicksteed Leisure - Total	
Total		£47,029.40	£4,954.83	£42,074.57		

Signature

Date

Signature

Expenditure transactions - approval list

Cheque	Gross	Vat	Net	Heading	Invoice date	Details
BACS1704 2017/2018 26CAPALC	£620.61	£0.00	£620.61	-4700/1	01/04/17	CAPALC - Annual Membership for CAPALC
BACS1704 26LS	£87.55	£14.59	£72.96	-5000/1	01/04/17	LUCID Systems - May 2017 service agreement
DD170417E ON	£96.57	£4.60	£91.97	-7100	01/04/17	e.0n - Workshop car park electricity bill April
DD170401S for CDC	£245.20	£0.00	£245.20	-3000/2	01/04/17	South Cambs District Council - Business rates Melbourn Pavilion April 2017
DD170401S for CDC	£584.60	£0.00	£584.60	-7100	01/04/17	South Cambs District Council - Business rates Melbourn Car Park April 2017
DD170401S for CDC	£63.79	£0.00	£63.79	-2000/1	01/04/17	South Cambs District Council - Business rates Orchard Road Cemetery - 1 April
DD170401S for CDC	£70.87	£0.00	£70.87	-2000/2	01/04/17	South Cambs District Council - Business rates Cemeteries - 1 April 2017
SCDC Tax	£67.00	£0.00	£67.00	-2000/2	01/04/17	South Cambs District Council - Cemetery Rates
P422	£5.00	£0.83	£4.17	-3	04/04/17	Melbourn Garage - petrol for mower K Rudge
P423	£2.00	£0.00	£2.00	-6	06/04/17	Post Office - Posters - advertising - C Littlewood
P424	£5.00	£0.83	£4.17	-3	06/04/17	Melbourn Garage - Petrol for mower - K Rudge
BACS1704 269BT	£47.40	£7.90	£39.50	-7100	07/04/17	British Telecom - Broadband line for workshop
BACS1704 26CAPS	£10.00	£0.00	£10.00	-4300/7	12/04/17	CAPS - Deduction of wages for Peter Andrews
BACS1704 26DVLA	£230.00	£0.00	£230.00	-4500	12/04/17	DVLA - Van tax April 2017 to March 2018
at the	£1,680.00	£280.00	£1,400.00	-5400	12/04/17	South Cambs District Council - Planning Training Hub 22 April 2017
pressure Hub	£272.53	£0.00	£272.53	-6400	14/04/17	P J Deards - Labour eqpt /materials water
CHQ Unity	£500.00	£0.00	£500.00	-5300	19/04/17	Unity Bank - Fee to open current account with Bank
BACS1703 Contra 29H&CGM Mark Up of	-£92.88	-£15.48	-£77.40		19/04/17	Herts And Cambs Ground Maintenance Limited - 1530, Supply 3 signs as agreed for Rivermel riverbank
	£456.00	£76.00	£380.00		19/04/17	Herts And Cambs Ground Maintenance Limited -
	£1,656.41	£276.07	£1,380.34		19/04/17	Herts And Cambs Ground Maintenance Limited -
DC170420C URRYS	£119.99	£20.00	£99.99	-3000/2	20/04/17	Currys - Fridge for Pavilion
P425	£15.01	£2.50	£12.51	-7	20/04/17	Rontec - Petrol for Van - K Rudge
DD170420NP 2017	£102.52	£0.00	£102.52	-5100/6	20/04/17	Now Pensions - Pension contributions for April
BACS170426 HMRC	£5,465.71	£0.00	£5,465.71	-5600/1	20/04/17	HM Revenue & Customs - Tax and NI for April & Wages
BACS1704 2017/18 20C&C	£550.00	£0.00	£550.00	-4500	20/04/17	Came and Company - Insurance for parish van
DD170426E ON	£207.05	£34.51	£172.54	-3000/2	26/04/17	e.0n - Pavilion Elec Bill

Total	£13,067.93	£702.35	£12,365.58
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APPENDIX C

Parish Clerk

From: Hugh Pollock
Sent: 19 March 2017 19:52
To: Parish Clerk
Cc: Assistant Clerk
Subject: Melbourn Bloomsday Festival 13 - 17 June

Dear Sarah,

You will know that the Parish Council has supported our annual Melbourn Bloomsday Celebration since our small Group was formed in the Village in 2014 and, indeed, voted recently to continue its financial support.

I should be very grateful if the Parish Council would continue its past practical support, namely:

- (a) the agreed published statement of support and exhortation made by the Chair on behalf of the Council;
- (b) if free to do so, the attendance of the Chair on behalf of the Council at the first event in order to say a very few words of welcome and launch the proceedings.

In regard to (a), below are copies of the agreed published statements used in 2015 and 2016. Such public expression of support from the Parish Council is of great assistance to us in our efforts on behalf of both the Melbourn Community and WaterAid.

I should be grateful if you could establish if the Parish Council is willing to have the past expressions of practical support set out at (a) and (b) above continue and, if so, I should be pleased to liaise with you and the Chair in the matter.

Thank you for your attention to this matter.

Kind regards

Hugh Pollock
Co-Ordinator
Melbourn Bloomsday Celebration Group

2015 Agreed Statement

A Message and Warm Greetings to all attending Melbourn Bloomsday Celebration Events

Prepare to celebrate. Have fun with friends and neighbours. Enjoy the various events across Melbourn and most importantly: **Make a donation and support the fantastic work being done by WaterAid.**

Join me and do join in the Bloomsday spirit of fun - please wear full or partial period clothing of any kind or simply "Come as you are".

Every good wish and I look forward to seeing you out and about in Melbourn on Bloomsday 16 June.

Bob Tulloch,
Chair Melbourn Parish Council

Melbourn Bloomsday Celebration Group

Reading Director	Re-enactment Director	Music Directors
Enwen Karner	Hugh Pollock	Naomi Bind Adrian Bind

promoting

- fun & enlightenment - but mostly fun
- culture in Melbourn & civilized values everywhere

We are a Free and Not for Profit Group.

All proceeds go to the long-established English charity WaterAid (Reg Charity No 288701).

It provides access to clean water in desperately poor communities which do not have clean water.

Melbourn Bloomsday Celebration Group is pleased to acknowledge and thank

- TTP Group and Melbourn Parish Council for financial sponsorship
- Peter Simmonett for graphic layout and design
- Melbourn Village College, Melbourn Magazine, Jeremy Rule Funeral Service and The Langham Press for other practical supports
- All persons and institutions identified in our Programme of Events

Information: Hugh Pollock, Group Co-ordinator
01763 260253, hugh.m.pollock@gmail.com

2016 Agreed Statement

"The Melbourn Bloomsday Celebration Group has worked to bring about a 'Celebration of Literature, Drama, Music and All Creative Arts' here in Melbourn with all proceeds donated to a fantastic charity, WaterAid. They invited volunteers and then built an informal network of local people and institutions. They looked for and received assistance from further afield - nearby villages then Royston, Cambridge and Norwich. The entire Melbourn Parish Council is pleased that they did this. The fine good work of these local volunteers and enthusiasts we wholeheartedly support."

Melbourn Parish Council and I, as its Chair, encourage you to participate in our Melbourn Bloomsday Festival and to enter into the spirit of fun it brings. Enjoy! And, most importantly, **Make a donation and support the fantastic work being done by WaterAid!**

Bob Tulloch, Chair Melbourn Parish Council

Melbourn Bloomsday Celebration Group

Reading Director	Co-ordinator	Music Directors
Enwen Karner	Hugh Pollock	Naomi Bind Adrian Bind

Promoting:

- fun & enlightenment - but mostly fun
- culture in Melbourn & civilized values everywhere

We are a free and not-for-profit group.

All proceeds go to the long-established English international charity WaterAid (Reg Charity No 288701)

Melbourn Bloomsday Celebration Group is pleased to acknowledge and thank

- TTP Group and Melbourn Parish Council for financial sponsorship
- Peter Simmonett for graphic layout and design
- John Lewis (Cambridge) for equipment and creative input
- Peter Horley for evening concert arrangements
- Melbourn Village College, Melbourn Magazine, Melbourn Hubs, URC Hall, All Saints' Community Hall for other practical supports
- All persons and institutions identified in our daily programmes.

Information: Hugh Pollock, Group Co-ordinator
Telephone 01763 260253, hugh.m.pollock@gmail.com

Parish Clerk

From: Hugh Pollock
Sent: 19 April 2017 08:50
To: Parish Clerk
Cc: Assistant Clerk
Subject: Bloomsday

Dear Sarah,

This is simply a note to confirm our much earlier discussion concerning the availability of Parish Council facilities at The Moor and the small triangle outside Leeches at The Cross for events related to this year's Bloomsday (June 16th at The Cross 10.00-10.30; and June 17th 11.00 - 3.00 at The Moor).

I confirm also our request for use of any Parish Council gazebos on Sat 17th. In this regard, I look forward to contacting you closer to the date concerning collection and return arrangements.

Thank you again for all past assistance in Bloomsday matters.

Kind regards

Hugh

APPENDIX D

TERMS of REFERENCE: HR PANEL

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

SCOPE: This document covers all those activities related to the administration, employment and good management of staff employed by the Melbourn Parish Council. **(These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations. Recommendations from HR Panel will be discussed and approved by full council prior to implementation).**

1. Membership and Chairing

The HR Panel will consist of a maximum of five Councillors and will need 3 in attendance in order to be deemed quorate.

Membership of the committee will be as decided at the Annual Parish Council meeting each year. The HR Panel will elect a Chair and Vice Chair from among the members of the Panel. In the absence of the Chair or Vice Chair at a meeting the panel will elect any member to act as Chair for that meeting.

The HR Panel may invite non-members to attend meetings.

2. Terms of reference

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, Health and Safety, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave
- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.

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

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Review Policy: Annual

DRAFT Terms of Reference : Conservation Committee

1. Definitions

- 1.1. Melbourn Parish Council ('the Parish Council')
- 1.2. Conservation Committee ('the Committee')
- 1.3. Melbourn Parish Council Standing Orders – Revised January 2016 ('Standing Orders')

2. Membership of the Committee

- 2.1. The Melbourn Parish Council shall appoint the Committee annually at the Annual General Meeting.
- 2.2. The Committee may be made up of any number of Parish Councillors. A quorum of the committee shall be one-third of its members, or a minimum of three members, whichever is the greater. [*Standing Order 48*].
- 2.3. The Council may appoint members to the Committee at any time but not for longer than the next AGM. [*Standing Order 42(a)*].
- 2.4. The Council may dissolve or alter the membership of the Committee subject to Standing Order 42(c).
- 2.5. The Committee shall at its first meeting before proceeding to the business elect a Chair and Vice Chair (Standing Order 43).
- 2.6. The Council Chair and Vice-Chair, ex-officio, shall be voting members of the Committee unless they signify they do not wish to serve (Standing Order 47)

3. Conduct of Meetings

- 3.1. All meetings of the Committee shall be public meetings, convened in accordance with the Parish Council's Standing Orders.
- 3.2. The Chair and Vice-Chair of the Committee shall, in the case of an equality of votes, have a second or casting vote (Standing Order 52).
- 3.3. Members of the Committee are required to disclose any interest (pecuniary or otherwise) that they may have in any item to be discussed at a meeting of the Committee.
- 3.4. The Committee shall meet at least quarterly in each year, and more often if necessary.

4. Powers of the Committee

4.1. The Committee shall be empowered to authorise expenditure provided such expenditure is:

- consistent with the responsibilities and areas of operation of the Committee as set out in 4 below;
- within the budget set for the Committee as part of the Parish Council's overall budget or within any additional budget authorised by Full Council or the Finance & General Purposes Committee during the course of the financial year.

4.2. Any expenditure agreed to by the Committee must be made in accordance with Standing Order 75.

5. Responsibilities and areas of operation of the Committee

The Committee is established on behalf of the Parish Council for the purpose of maintaining, managing and improving the following facilities in the Village:

- Allotments (see 5.2)
- S.106 areas – Armingford Crescent, Elm Way, Chalkhill Barrow, Stockbridge Meadows
- Beechwood Residents, Open Spaces, Verges and Trees. Greengage Rise Open Space.
- War Memorials,
- Boundary fences,
- Trees, Hedge and Bulb Planting and Care
- Grass cutting (shared with Play and Recreation)
- 83 High Street
- Millennium Copse / Jubilee Orchard
- Seats/Picnic Tables and Benches and Bins
- Planting and green area at Car Park

and shall include the following responsibilities:

5.1. review the provision of the above facilities in Melbourn including proposals for improvements, developments or capital expenditure relating to such facilities;

5.2. waiting list and collection of rent to be managed by Assistant Clerk and report to Conservation Committee meetings. St Georges Association to report regularly to Conservation Committee. Conservation committee to make recommendation to Parish Council to annual rents.

5.3. to ensure that all public areas owned by the Parish Council are maintained in a safe condition for the use of the village;

5.4. to ensure that any works carried out on behalf of the Committee are in accordance with the relevant Regulations;

5.5. to advise the Parish Council of the impact of proposals of owners / occupiers of land that may affect conservation areas in the Village.

6. **General**

The Committee shall act at all times in accordance with the Parish Council's Standing Orders [*and more generally with the guidelines laid down by the National Association of Local Councils.*]

DRAFT

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY MARCH 2017

The Melbourn Futures Committee was established as an Executive Committee of Melbourn Parish Council (ie it reports directly to MPC) in March 2014 and was dissolved in Summer 2016. The Parish Council now believe it is now time for the committee to be reconstituted as a Working Party, following confirmation that the land on New Road is to be developed by Hopkins Homes. The Working Party will, on behalf of the Parish Council, monitor the progress of the development from Reserved Matters to final construction. In addition The Working Party will:

- Help the Parish Council in deciding whether to support or oppose any new developments within the Melbourn Parish Boundary.
- Contribute to the co-ordination of any information that the Parish Council may need in order to assess the suitability for the village of significant planning applications and strategic plans submitted at a later date.
- On behalf of the Parish Council consult with developers and South Cambs District Council to seek to achieve the best outcomes for the village.
- Once the Parish Council has formed its view on any Planning Application, this Working Party will seek to enable it to oppose the development or negotiate to obtain the best deal for the village (as appropriate).

Membership

Membership will be Parish Councillors and will include the 2 District Councillors and members of the public. The County Councillor will be kept informed.

Quorum

The committee will be quorate if 3 councillors are present.

Meetings

The committee will meet as regularly as required.

Terms of Reference

To design and implement a plan to keep all interested parties informed of progress on developments and strategic plans as delegated by the Parish Council.

To keep the Parish Council up to date with all issues relating to issue relating to delegated developments and strategic plans.

To identify the information needed to assess the suitability of any significant future planning applications, and establish how to collect that information. Undertaking where necessary negotiations with infrastructure providers and statutory bodies.

APPENDIX E