

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of a Meeting of the Parish Council held on Monday 27<sup>th</sup> June 2016 in the upstairs room of Melbourn Community Hub at 7.15pm.**

**Present: Cllrs. R.Tulloch (Chair), I Bloomfield (Vice-Chair), A.Mulcock, K.Crosby, C Stead, M Townsend, M Linnette, S A Hart, S Parton, M Sherwen, R Gatward**

**In attendance: The Clerk, Jonathan Berks, Finance Director of the Hub Management Company. District Cllr Barrett and County Cllr S v d Ven and approximately 40 members of the public.**

**PC40/16      Apologies for absence:**  
Cllr Hales due to other SCDC work commitments.

**PC41/16      To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.**  
Cllrs Tulloch, Crosby, Bloomfield for PC46/47/16 declared a non-pecuniary interest as they are Directors of the Hub Management Company. Cllr Parton PC46/47/16 declared a non-pecuniary interest as an employee of Melbourn Community Hub.

**PC42/16      To approve the Minutes of the Annual Parish Council Meeting held on 23<sup>rd</sup> May 2016**

Cllr Mulcock raised a type (Proposec) instead of Proposed in PC6/16 d).

**IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR LINNETTE THAT THE MINUTES OF 23<sup>RD</sup> MAY 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC43/16      To report on the last Annual Parish Council Meeting held on 23<sup>rd</sup> May 2016**

**See Appendix A**

**PC44/16      To approve the Minutes of the Extraordinary Parish Council Meeting held on 16<sup>th</sup> May 2016**

**IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR PARTON THAT THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING OF 16<sup>TH</sup> MAY BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.**

**PC45/16      To report on the last Extraordinary Parish Council Meeting held on 16<sup>th</sup> May 2016**

The Clerk reported following the advice of CAPALC the Agenda item on 16<sup>th</sup> May 2016 was to receive the report. The Parish Council chose to reject the report therefore this was procedurally incorrect. The Parish Council accepted a motion that was not on a published agenda; therefore it is on the agenda this evening to debate the report.

**PC45/16      To receive a report from the Management Company of Melbourn Community Hub**

**SEE APPENDIX B**

**THIS WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR TOWNSEND. THIS WAS CARRIED.**

**PC47/16 To approve the erection of an 8'x6' shed behind Melbourn Community Hub**

After discussions regarding size, boundaries and security The Clerk suggested Stuart Cook investigates further into the type of sheds available ie wooden, brick. Findings will need to be reported back to Full Parish Council in July 2016.

**PC48/16 To receive a report from County Councillor Susan van de Ven - Melbourn Parish Council, June 2016, County Councillor Report – See Appendix C**

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED.**

**To receive a report from District County Cllrs Barrett and Hales – see Appendix D**

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED.**

**PC49/16 To Receive the Financial Report dated 31<sup>st</sup> May 2016**

The Clerk reported at the last meeting in May 2016 she presented the figures showing the over and underspend of each committee. Budgets for 2016/2017 are currently being revised with CAPALC and will be presented at the next meeting.

**IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR PARTON TO BE ACCEPTED. THIS WAS CARRIED BY ALL. Appendix E**

**PC50/16 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 payments and agree the amount to be transferred from the Business 'No Notice' Account. (See Appendix F**

**IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR LINNETTE THAT THE EXPENDITURE AND TRANSFER OF £30,000 FROM BUSINESS NO NOTICE ACCOUNT TO CURRENT ACCOUNT BE APPROVED. THIS WAS CARRIED.**

**PC51/62 To approve two extra days Landscaping Consultant Costs if required for 199 Houses, New Road, Melbourn Appeal. Appendix G**

**IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR BLOOMFIELD THAT THE APPROVAL OF TWO EXTRA DAYS LANDSCAPING CONSULTANT COSTS IF REQUIRED FOR 199 HOUSES, NEW ROAD, MELBOURN APPEAL BE ACCEPTED. £450 PER DAY. £900.00 IN TOTAL. THIS WAS CARRIED BY ALL**

**PC52/16 Development of 31 The Moor, Melbourn (1 house) – S/1798/10/F & S/1842/16/DC Payment of Public Open Space and Community Facilities Contributions.**

The agreements were signed by Chairman, Cllr Tulloch and Vice Chair, Cllr Bloomfield and witnessed by The Clerk, Melbourn Parish Council.

**THIS WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR TOWNSEND. ALL IN FAVOUR. Appendix H**

**PC53/16 Update on Pensions**

The Clerk confirmed at F&G on Monday 20<sup>th</sup> June 2016 Melbourn Parish Council appointed a working party to be ready for our staging date on 1 January 2017. The first meeting will be held on Wednesday 29<sup>th</sup> June 2016.

**PC54/16 Update on Flag Pole**

The Clerk presented an email on whether planning permission is required for a flag pole outside The Hub. **ACTION: THE CLERK TO LOOK IN TO THE COSTING OF A FLAG POLE /FUNDING AND REPORT BACK. Appendix I**

**PC55/16 To discuss and approve a donation to Cambridgeshire Army Cadet Force – Melbourn Cadet Hut**

The Clerk explained each time the fair visits Melbourn the Cambridgeshire Army Cadet Force have to travel from Waterbeach to open the cadet hut to give us access to water.

Cllr Tulloch suggested asking them for a key to the building but The Clerk said they were not keen to do this. Cllr Tulloch continued to suggest the Clerk ask them for a key to the building. **ACTION: THE CLERK**

Cllr Linnette also asked The Clerk to remind them of grant funding which they should apply for in November 2016 this year. **ACTION: THE CLERK**

**PC56/15 To receive Melbourn Short Story Reading Group Report and to approve supporting them next year from January 2017 – Appendix J**

The Clerk presented reports from the Melbourn Short Story Reading Group. The Parish Council agreed that Hugh Pollock should apply for Grant Funding when the next funding is due in November 2016. The Clerk offered to continue photocopying documentation for Mr Pollock.

**PC57/16 Staffing Issues**

The Parish Clerk's contract has been amended to include the latest Clerk Pay Scale. This will be ready for signing at Full Parish Council in July 2016.

The Clerk stated the HR Committee have started a recruitment process for the Assistant to Parish Clerk and asked for approval from the HR Committee to recruit the suitable candidate using the pay scale that was approved in April 2016 meeting.

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR LINNETTE. ALL IN FAVOUR APART FROM CLLR MULCOCK WHO ABSTAINED.**

**PC58/16 To approve the Parish Clerk Holiday Cover**

The Parish Clerk presented a document showing dates/times when Barrington Parish Clerk will be able to cover her annual leave. Appendix K

**IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR BLOOMFIELD. THIS WAS CARRIED BY ALL.**

**8.10PM THE CHAIRMAN SUSPENDED STANDING ORDERS FOR PUBLIC PARTICIPATION.**

Mr Mike Swann asked The Chairman of the Car Park Committee 'had the car park budget over run?'. Cllr Linnette replied 'who said it had overrun, there is no overrun at the moment'.

Mr Mike Swann asked 'is the car park finished?' Cllr Linnette explained 'the car park had reached the contracted price and there have been a few snagging issues and Interserve have until the end of the year to complete the work and yes the car park is finished'. Mr Swann asked if Melbourn Parish Council had received an invoice and Cllr Linnette confirmed 'no we hadn't received an invoice because there is a dispute with the contractor about the final amount and what the Parish Council are liable for'. Cllr Linnette confirmed 'it is a commercially sensitive issue' and Mr Mike Swann asked will the Parish Council be making this public'. Cllr Linnette confirmed 'the public will be informed once the Parish Council has the information'.

Another member of the public was disappointed about the Parish Council considering erecting a flag pole within the village and suggested the money could be spent on other items for children or for people with disabilities instead. The lady highlighted that she felt there was nothing to do for people between the ages of 18-64 in the village and is disappointed with the lack of advertising/notification for activities for the disabled and feels unsupported. The lady felt the flag pole should not be considered over people's wellbeing. Cllr Tulloch mentioned if the lady had a project to help the disabled then she should apply for Community Grant Funding later on in the year. ACTION THE CLERK TO SEND RESIDENT INFORMATION. Cllr van de Ven suggested the lady could contact Royston Community District Transport, the lady stated it wasn't about the transport it was more to do with getting information about what is going on in the village. Susan van to Ven said she would report back to County Council and Social Care. Mr Hugh Pollock discussed the Short Storey group and confirmed they would definitely be able to involve the disabled.

Mr Mike Stapleton – Email to the Parish Council relating to "Reasons for Resignations of Councillors"

Mr Mike Stapleton asked to read his letter out, Cllr Tulloch confirmed it had been received and was not necessary and he will answer some basic questions.

The Council works on cabinet rule. The Council debates the item, makes a decision, a resolution is made and voted on. If the majority of councillors wish to pursue, every councillor is required to support it.

Once the Council has made their decision and if councillors cannot agree then they may choose to resign for the good of the village. The council decided on one course of action and three councillors did not agree with it and resigned. Cllr Tulloch stated they were good councillors but did the honourable thing. The Parish Council is here for the good of the village.

Ex Cllr Norman spoke about her resignation. Ex Cllr Norman stated that when Cllr Tulloch said the council make decisions for the good of the village, Cllr Norman agreed with this but the reason three councillors resigned was because they felt the decision made was not for the good of the village and wanted to clarify her position.

A member of the public asked the council 'Can we ask what the disagreement was about?' Cllr Tulloch replied 'No'. The member from the public asked why is it parishioners are kept in the dark. Cllr Tulloch confirmed he couldn't tell the public.

Cllr Crosby confirmed it is a confidential document and therefore the Council is unable to comment. Cllr Tulloch stated Parishioners have the right to The Freedom of Information Act but confirmed in some instances items need to be excluded.

Ian Dewar (CEO of CAPALC, CAPALC is a Membership Organisation for town councils covering legal, financial, HR issues and they support 240 other town councils in Cambridgeshire) Informed the Parish Council and members of the public that in the Minutes from the Extraordinary Meeting on 16<sup>th</sup> May 2016, it clearly states Cllr Linnette had passed the confidential report to two "impeccable lawyers" and that this has now made the document a public document and is therefore no longer confidential. Cllr Linnette stated he was entitled to show this to his lawyer, Ian Dewar stated it was the report of the Council it wasn't Cllr Linnette's report to pass to lawyers. Members should have sought council approval if they wished for Cllr Linnette to do this. Cllr Linnette disagreed with Ian Dewar's comments. Mr Ian Dewar confirmed it certainly had been a confidential report as there had not been discussions about it being taken out of the council and any concerns should have been passed back through the Clerk.

Mr Dewar confirmed at the last meeting the Council carried out a procedurally incorrect motion. Mr Dewar has received confirmation from a Barrister in Cambridge that the information is correct. Mr Dewar will also be seeking legal advice to confirm his statements.

Mr Hugh Pollock asked Mr Dewar if he was independent from this and Mr Dewar confirmed he was. Mr Pollock wanted to know what the row was about and Mr Dewar confirmed the council are having a disagreement about the report and CAPALC have an issue about how the report has been dealt with.

CAPALC had agreed to appoint an independent three person HR Panel to investigate the complaint and this was agreed by the council. The panel then carried out the investigation and the report was received by The Clerk. Councillors should have accepted the report but because one councillor has gone 'outside' with the report the council has potentially now made it public.

Cllr Crosby couldn't understand why it has taken a month to be told the motion was procedurally incorrect and asked why the council were not told? Mr Ian Dewar confirmed that he informed The Clerk it had to go on as an agenda item for the Parish Council Meeting - not a separate meeting.

Cllr Crosby continued to state that CAPALC set up the panel, and Melbourn Parish Council were assured no panel member would know a Parish Council Member then at the investigation they were informed Cllr de Lacey is known to Cllr Hales as they are

both SDCD Councillors.

Cllr Hart stated that there were three members of the panel and that although one of them was known to a particular councillor, the findings were consistent across each of the three individuals therefore the panel's report was still valid. Many councillors had been asked to write supporting statements even though the Council were told not to discuss the report with anyone. Cllr Hart confirmed that at the 16<sup>th</sup> May 2016 Extraordinary Meeting Councillors were immediately told to reject the report as it was fundamentally flawed and this was put to the vote before any discussions could be had on the matter.

Cllr Crosby then claimed it was Mr Williams, HR Adviser on the panel who told Cllr Tulloch to ask members for a testimonial for him. Cllr Linnette stated that as the Council was now discussing the document the council should go 'into camera'.

Cllr Mulcock reminded the Members that Standing Orders 3 e) states:  
The whole duty of the Chairman is to ensure that this purpose is achieved and to this end he must permit every point of view to have a fair hearing.

**IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR CROSBY TO GO INTO CAMERA. A RECORDED VOTE WAS ASKED FOR: CLLR LINNETTE/CROSBY/BLOOMFIELD/GATWARD/PARTON/SHERWEN/STEAD AGREED TO GO INTO CAMERA. CLLR MULCOCK/TOWNSEND AND HART WERE AGAINST GOING INTO CAMERA. THIS WAS CARRIED.**

A member of the public asked when the document would become public. Cllr Linnette stated they cannot confirm a date. Cllr Tulloch stated that Members will now go into camera and debate the report at which point Members will decide if the document should become public or not.

The Chairman affirmed that keeping the report in camera was in the interest of the village.

**8.50PM THE CHAIRMAN REINSTATED STANDING ORDERS .  
THIS ITEM WAS HELD IN CAMERA.**

**PC59/16 To debate the contents of a report from Cllr de Lacey following a grievance panel established by CAPALC from Cllr de Lacey (Chairman of the Panel) Appendix L**

**AT 9.46PM IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR STEAD TO COME OUT OF CAMERA.**

**PC60/16 Correspondence Appendix M**

- a) Letter of Resignation from Cllr Una Cleminson  
The Chairman read out Cllr Cleminson's letter
- b) Email from Peter Simmonett – Questions  
Cllr Crosby reported she had been advised by The Clerk they should appoint a Working Party to reply to the both letters from the public. The Clerk confirmed this was the advice CAPALC had given to the Council as the letters could not be debated at the meeting. The working party will then need to discuss answering the questions

in the letter.

**AT 10.00PM IT WAS PROPOSED BY CLLR MULCOCK AND SECONDED BY CLLR PARTON THAT THE MEETING CONTINUES UNTIL 10.15PM.**

Cllr Stead stated it was a very sad day with the situation as it was and that the Council had already lost 3 councillors who had good points about them and that it was now time to move things forward for the better of the village.

Hugh Pollock proposed if a councillor has done wrong they should admit it and not hide the truth.

Cllr Hart highlighted the important fact that the Parish Council meeting is the public's meeting. It is the public's chance to see what decisions are being made for the village and to come along and be part of those decisions.

District Cllr Susan van de Ven raised her concern that in her role she attends many Parish Meetings and Melbourn Parish Council takes items into camera more than any other. The Parish Council should be open and transparent and involve the public

A question was raised about the Code of Conduct and that trying to bury any complaint against the Council or any of its members goes against it.

**At 10.10 there was a health emergency and The Chairman closed the meeting.**

APPENDIX A

**Melbourn Parish Council**

**Ongoing Action List from Parish Council Meeting:**

Date of Meeting	Item Number	Action	By Whom	Action Taken
25/1/16	PC164/15	i. Workshop Stud Wall (Appendix D)	<b>ACTION: THE CLERK TO ASK ASHTON RENOVATION TO REQUOTE TO ENSURE THE WALL MEETS SPECIFICATION REQUIREMENTS AND TO INCLUDE, DOUBLE 30 INCH DOUBLE OR LARGER FIRE COMPLIANT DOORS. THIS WORK WILL NOT BE APPROVED UNTIL THE NEW FINANCIAL YEAR.</b>	Work will be approved and carried out once the cracks in the work shop wall have been repaired.
25/1/15	PC165/15	The committee discussed the latest Terms of Reference for F&GP.	<b>ACTION: THE CLERK TO UPDATE 2016/2017 ACTION THE CLERK: TO SEND/CREATE TERMS OF</b>	



			<b>REFERENCE FOR EACH COMMITTEE AND FORWARD TO FULL COUNCIL FOR REVIEW.</b>	
29/3/16	PC212/15	Transaction No 720 – The annual rent that Melbourn Parish Council pays includes the hire of the upstairs meeting room for their monthly Full Parish meetings. Therefore part of these transaction number needs to be credited back to Melbourn Parish Council. <b>ACTION: J BERKS/ S PARTON</b>	<b>Cllr Parton</b>	
29/3/16	PC245/15	<b>To consider Melbourn Parish Council Pension Scheme</b>  CEO of CAPALC, Ian Dewar confirmed in a meeting on 20 <sup>th</sup> April 2016 with some members of Melbourn Parish Council that the Clerk is not responsible for the Pension Scheme. It is the responsibility of Melbourn Parish Council. Cllr Crosby reported she is now in touch with a contact given to her by Ian Dewar. Cllr Crosby to report back on findings at the next meeting. <b>ACTION: CLLR CROSBY</b>	<b>Councillors</b>          <b>Cllr Crosby</b>	

29/3/16	PC220/15	<p><b>Discuss relocation of money from account last used in 20015.</b></p> <p>Cllr Stead confirmed this event was called Home Front Recall. Cllr Stead and Terry Rolt were largely involved. Cllr Stead hired a spitfire from Duxford. <b>CLLR BLOOMFIELD PROPOSED THE REMAINING £104 .48 BE GIVEN TO WAR MEMORIAL REFURBISHMENT BUDGET AND SECONDED BY CLLR CROSBY. THIS WAS CARRIED BY ALL AND ONE AGAINST.</b></p>	<b>The clerk</b>	
29/3/16	PC226/15	<p><b>Correspondence</b></p> <p>(a) Tesco Bags of Help – The Clerk presented an email from Tesco, any councillors knowing of a local community green space project that would benefit from funding is to let The Clerk know. <b>ACTION: COUNCILLORS</b></p>	<b>Councillors</b>	Cllr Gatward investigating/Decided not to pursue
23/5/16	PC10/16	<p><b>To report on the Annual Parish Meeting of 9<sup>th</sup> May, 2016</b></p> <p>The Clerk reported she had contacted Mavis Howard about storing The Francis John Clear</p>	<b>THE CLERK/MRS HOWARD</b>	COMPLETE

		<p>Almhouses filing in the fire safe in Melbourn Community Hub. ACTION: THE CLERK AND MRS HOWARD</p> <p>Mrs Howard also asked could the embroidered wreaths that she made for Melbourn Community Hub open day be framed and position in The Hub. ACTION: THE CLERK AND MRS HOWARD.</p>	THE CLERK /MRS HOWARD	Complete
23/5/16		<p>Suspended Standing Orders</p> <p>The Clerk to investigate the possibility of an updated map for the village. ACTION: THE CLERK</p> <p>Mrs Melinotis complained about the badly designed speed bumps in the new car park and the continued speeding of vehicles along Rose Lane. Mrs Melinotis asked could there be pedestrian walkway signs <b>positioned both ends of the road</b>. Cllr Stead offered to meet Mrs Melinotis to discuss all issues</p>	<p>The Clerk</p> <p>Cllr Stead</p>	<p>The Clerk has contacted P Simmonett. Re new sign</p> <p>Item moved to Highways</p>
23/5/16	PC15/16	<p>To appointed an internal Auditor for 2016/2017</p> <p>The Clerk is investing this matter given the advice from CAPALC. ACTION THE CLERK</p>	THE CLERK	

23/5/16	PC18/16	Cllr Cleminson suggested the Resident asking about Land Ownership /Land Registry information should pay £6.00 not the Parish council. ACTION: THE CLERK	THE CLERK	Complete
23/5/16	PC19/16	Melbourn Parish Council Bank Accounts  The Clerk informed the Parish Council that after many attempts to meet with HSBC and failed, finally received a phone call from them confirming dual signature on line is not possible. ACTION: THE CLERK TO INVESTIGATE OTHER BANKS AVAILABLE TO THE PARISH COUNCIL WHICH HAVE BEEN RECOMMENDED BY CEO OF CAPALC. THE CLERK TO REPORT BACK AT JUNE PARISH MEETING.	THE CLERK	
23/05/16	PC21/16	Celebrating Ages Funding  Cllr Bloomfield confirmed the Celebrating Ages Events are popular with the residents of Melbourn. Although not confirmed and publicised Cllr Bloomfield believed the next Celebrating Ages event is planned for 11 <sup>th</sup> June to be held at Melbourn Village Collage.  With the resignation of Cllr Hales, The Clerk	The Clerk and Cllr Bloomfield	Complete

		<p>is to contact him and ask the following:</p> <ul style="list-style-type: none"> <li>a) Will he be continuing to work on this?</li> <li>b) What arrangements have been to date?</li> </ul> <p><b>ACTION: THE CLERK:</b></p> <p>Cllr Bloomfield to speak with MVC about arrangements made. CLLR BLOOMFIELD</p>		
23/5/16	PC23/16	<p>Update on Pensions</p> <p>The Clerk informed the Parish Council that Cllr Townsend/The Clerk were attending a CAPALC Pension Meeting on Thursday 26<sup>th</sup> May 2016.</p> <p>ACTION: The Clerk to report back at the next Parish Meeting in June 2016.</p>	The Clerk/Cllr Townsend	Complete report back in June
23/5/16	PC24/16	<p>Flag Pole:</p> <p>The Clerk explained a location was required prior to seeing if Planning Permission is required.</p> <p>IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR GATWARD THE LOCATION OF THE FLAG POLE SHOULD BE POSITIONED OUTSIDE MELBOURN COMMUNITY HUB. THIS WAS CARRIED</p>	THE CLERK	Sent email to councillors.

		<p>BY ALL.</p> <p>The Clerk to investigate costing and whether Planning Permission is required. ACTION: THE CLERK</p>		
23/05/16	PC26/16	<p>To Review the Risk Assessments</p> <p>The were no amendments to the existing Financial and Non-Financial Risk Assessments, however The Clerk explained in her Cilca Training she had presented a more in depth Risk Assessment for the Council and would like to present this to Council in the next few months. ACTION: THE CLERK</p>	The Clerk	
23/5/16	PC28/16	<p>Appeal 199 Houses Update from MFC Committee</p> <p>A report was presented to the Council which was written by Cllr Norman before she resigned.</p> <p>Cllr Linnette asked the question whether Cllr Hales would still be willing to be involved with 199 Houses Appeal as a SCDC District Councillor. ACTION: THE CLERK TO INVESTIGATE</p>	The Clerk	Complete

		<p>As no councillor agreed to put themselves forward for Chair or Vice Chair to Melbourn Futures Committee all matters must be sent to The Clerk. The Clerk will then forward all correspondence onto all councillors. THIS WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR HART</p> <p>ACTION: THE CLERK TO EMAIL MR KRATZ, LAWYER AND MELBOURN FUTURES COMMITTEE.</p>		
23/5/16	PC29/16	<p>Approval Parish Clerk Contract of Employment</p> <p>The Clerk reported the SLCC (Society Local Council Clerks) have a query with the contract. Therefore this cannot be approved this evening. ACTION: THE CLERK TO PLACE ON JUNE 2016 AGENDA</p>	The Clerk	On June Agenda
23/5/16	PC30/16	<p>Approval of Assistant to Parish Clerk Job Advertisement</p> <p>IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR LINNETTE THAT THE ASSISTANT TO PARISH CLERK JOB IS APPROVED. ACTION: THE CLERK TO ADVERTISE THIS.</p>	The Clerk	Complete

23/5/16	PC37/15	<p>Condition of Littlehands Car Park</p> <p>The Clerk reported a resident had complained about the condition of Littlehands Car Park. After discussion The Parish Council agreed to put this item on the next Play and Recs Meeting held on 11<sup>th</sup> July 2016. APPENDIX 10</p>	The Clerk	Complete on Play and Recs Agenda
23/5/16	PC32/16	<p>Review Insurance Policy for 2016/2017</p> <p>The Clerk presented Melbourn Parish Councils Insurance Documents for 2016/2017. IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR PARTON THE INSURANCE DOCUMENTS BE ACCEPTED.</p> <p>ACTION: THE CLERK to investigate "Man Insurance"</p>	The Clerk	Action Complete. MPC insurance includes Man Insurance.
23/5/16	39/16	<p>a) <b>New Councillors – The Clerk to contact Melbourn Fete about having a stall at the Village Fete and to hold an opening evening about becoming a councillor at Melbourn Hub. ACTION: CLLR PARTON</b></p>	The Clerk/Cllr Parton	Complete



## APPENDIX B

### MPC Report for June 2016

The Hub continues to run smoothly, enjoying a good atmosphere both with the staff and customers. The Centre Manager and Catering Manager are both working with the staff to introduce new ideas for the summer, which will hopefully bring in welcome extra income. Takings in May were down compared to previous months but have evened out and are not continuing downwards. There were 2 bank holidays in the month which of course had a direct effect on revenue.

We organised two events to help celebrate the Queens 90<sup>th</sup> birthday. On Friday 10<sup>th</sup> June there was Corgi racing which was attended by about 50 people and was very much enjoyed by all who attended.

On the Sunday 12<sup>th</sup> June we organised a celebration afternoon tea party, and despite the weather not being as kind at it might, was a great success. Over 100 people attended the event including children who enjoyed playing on a bouncy castle.

As I said both events were very well received and it was good to see the Hub used by the community for the community. We have received a great deal of very good feedback following that weekend. Many have commented that these events are just what Melbourn needs - something to bring villagers together and family occasions right in the heart of the village.

Lack of storage facilities has always been a problem for the Hub and continues to be a very difficult issue. It is most important to find a resolution to this. As a result, I have asked the Parish Clerk, Sarah Adam, if she will put forward to the council at this meeting the request to erect a 6' X 8' garden shed on the small patch of land to the rear of the main building. This will give more space for storing tables and other equipment which needs to be readily accessible. The Management Group very much hope this will be acceptable.

Stuart Cook

Chairman, Melbourn Community Hub Management Group

## **Melbourn Community Hub Management Group**

### **Financial report June 2016**

Having compiled the Income and Expenditure account for April 2016, I do have some concerns. The account, which is attached, shows a deficit of only £137 for the month, but during that period the company received £1,500 grant towards Harrison's apprenticeship, £524 feed in tariff from the solar panels, and £85 gas rebate. Without these three items, the deficit would have exceeded £2,200.

If you excluded the grant of £1,500, the income in the month was almost £700 lower in April than in March, and much of this can be explained by the loss of the rental income received from Melbourn Village College in the first quarter of 2016 for regular hirings of a room to meet some special circumstances.

With regard to the expenses, if we exclude the FIT payment and gas rebate, the expenses in April were £1,277 higher than March (£12,163 against £10,886), and much of this was due to the salary costs in that month.

It is also with some concern that I have noted that in May, the café takings were £860 lower than in April, and this trend has continued into this month with the weekly takings being approximately £200 lower each week compared to the first four months of 2016.

Jonathan Berks  
14 June 2016

**Expenditure**Café

Purchases	2,342		2,263	
Other cafe costs	91		476	
Sundry purchases	0		0	
Catering staff costs	3,445		2,633	
Laundry	213		305	
		6,091		5,677

Administration

Centre managers costs	2,995		2,729	
Staff recruitment & training	240		101	
Telephone	325		329	
IT contract	179		179	
Post and stationery	422		6	
Streamline and till rental	62		102	
		4,223		3,446

Premises

Electricity	144		677	
Gas	-85		89	
Insurance	73		73	
Waste management	238		65	
Maintenance & cleaning	870		859	
		1,240		1,763

<b>Total expenditure</b>		<u>11,554</u>		<u>10,886</u>
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<b>Suplus/deficit income / expenditure</b>		<u><b>-137</b></u>		<u><b>-301</b></u>
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## **APPENDIX C**

### **Melbourn Parish Council - June 2016 - County Councillor Report**

- 1. Devolution: Tomorrow the County Council is being asked to debate a new Devolution Deal for Cambridgeshire/Peterborough. The new authority would have a paid mayor with considerable powers.**
- 2. City Deal is funding a pedestrian/cycle path connecting Dunsbridge Turnpike/Cambridge Rd junction with Melbourn at the Science Park entrance. This was agreed earlier in June. An application for central government funding for a path and bridge to Royston, from Royston Rd Melbourn, is being prepared by the Cambridgeshire and Peterborough Local Enterprise Partnership.**
- 3. Network Rail is proposing to close a critical component of the overall Foxton Level Crossing arrangement, namely the pedestrian crossing over the 'Barrington Rd' side. This is where new gates were recently installed. Strong concerns have been voiced. Would Melbourn PC like to contribute a representations?**
- 4. Half-hourly off-peak services will be provided on our stopping station services at Meldreth, Shepreth and Foxton from 2018, with the roll-out of the Thameslink Service. The Rail User Group has been lobbying for this for many years. All trains will be eight-car, able to carry nearly 1500 passengers. At all three stations, Cambridge-bound platforms will be lengthened. On the London-bound platforms, there will be selective door opening.**
- 5. The Rail User Group meets next on September 20 and will be focusing on access issues at Meldreth Station. We would like to invite representatives of Meldreth and Melbourn Parish Councils to attend, so that we can forge ways to coordinate joint working.**
- 6. The Melbourn Community Edible Gardening project at Melbourn Primary School, with funding by the County Council through the Community Rail Partnership, continues to work well. BBC Radio Cambridgeshire Gardening Question Time has been out once to make a small report about the initiation of the project and will return for more indepth reporting. Longer term the County Council's Public Health team would like to explore ways of keeping the project going with an emphasis on gardening and nutrition.**
- 7. Community Rail Partnership: We are hoping to join up with a new Melbourn area Community Interest Company currently in the process of being formed, in order to find a way of providing some paid administrative assistance for the rail campaign which has become so active. We have now got District Council support in covering our membership of the national Association of Community Rail Partnerships. The County Council also provides significant officer support. We would like to apply to Meldreth, Melbourn, Shepreth and Foxton Parish Councils for financial support and I will include this in a subsequent report.**
- 8. The Melbourn Practical Solutions Group meets tomorrow and will be concentrating on supporting MVC community activities. Two student prefects with a special remit to work on community links will be attending the PSG.**

- 9. Council finance and implications of the EU Referendum: It is unclear exactly what the ramifications will be but any hit to the economy will inevitably make its way to local authorities, as will the unravelling and reconstruction of any regulatory functions associated with council business.**

## **APPENDIX D**

### **DISTRICT COUNCILLORS' REPORT 27<sup>TH</sup> June, 2016**

#### **GRASS CUTTING**

Residents can't help but be aware that the grass cutting over the growing period has been a complete nightmare. All three Councils are responsible for the cutting and of course this occurs at different times so sometimes it is difficult to work out who is working on a particular area so why don't they carry on across the street?

It would appear to be much more sensible to bring it all under one umbrella, so with this in mind, members of Parish, District and County Council have arranged to meet with Officers on Tuesday, 5<sup>th</sup> July in the hope that this might be possible.

#### **DEVOLUTION**

Discussions have been taking place at District level regarding devolution between Cambridgeshire and Peterborough. This is a transfer of powers and funding from government to local areas called a combined authority. This is a legal structure which may be set up by two or more local authorities to take on statutory functions transferred to them by the Secretary of State. This can be set up with or without a directly elected Mayor.

No final decision has been made and an Extraordinary Meeting is due to take place on 28<sup>th</sup> June when there will be another vote.

#### **APPEAL HEARING**

The first date for the Hearing is on 12<sup>th</sup> July and is expected to last four days.

Your District Councillors will be in attendance during this hearing to be on hand if any information is required along with our Planning Consultant.

Cllr. Val Barrett

Cllr. Jose Hales

## APPENDIX E

### Financial Summary - Cashbook

Summary between 01/04/16 and 27/06/16 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

#### Ordinary Accounts

Business Account	£121,758.34
Current Account	£58,373.29
Martin's Charity	£21.58
MAYD	£10,929.31
Melbourn Community Hub	£15,003.49
Petty Cash	£148.62
S.106	£423.94
Sinking Fund	£9,039.41
Total	<u>£215,697.98</u>

RECEIPTS	Net	Vat	Gross
Conservation	£1,916.69	£0.00	£1,916.69
Cemeteries	£250.00	£0.00	£250.00
Play & Rec	£2,460.00	£0.00	£2,460.00
Finance & General Purpose	£165,688.13	£0.00	£165,688.13
Melbourn Area Youth Development	£2,683.20	£0.00	£2,683.20
Community Benefit	£127.32	£0.00	£127.32
Section 106	£2,431.37	£0.00	£2,431.37
Total Receipts	<u>£175,556.71</u>	<u>£0.00</u>	<u>£175,556.71</u>

PAYMENTS	Net	Vat	Gross
Conservation	£1,720.55	£78.23	£1,798.78
Cemeteries	£6,468.10	£1,146.45	£7,614.55
Play & Rec	£6,112.02	£890.26	£7,002.28
Finance & General Purpose	£47,672.38	£720.65	£48,393.03
Planning	£39,763.90	£7,742.50	£47,506.40
Highways	£-3,140.39	£-628.08	£-3,768.47
Melbourn Futures Committee	£3,051.00	£600.00	£3,651.00
Melbourn Area Youth Development	£2,236.00	£447.20	£2,683.20
Community Benefit	£13,999.00	£0.00	£13,999.00
Total Payments	<u>£117,882.56</u>	<u>£10,997.21</u>	<u>£128,879.77</u>

Closing Balances

#### Ordinary Accounts

Business Account	£218,997.23
Current Account	-£16,349.99
Martin's Charity	£21.58
MAYD	£11,129.31
Melbourn Community Hub	£15,003.49
Petty Cash	£101.68
S.106	£24,448.71
Sinking Fund	£9,022.91
Total	<u>£262,374.92</u>

## Financial Budget Comparison

Comparison between 01/04/16 and 27/06/16 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
<b>INCOME</b>			
Total Conservation	£3,400.00	£1,916.69	-£1,483.31
Total Cemeteries	£2,500.00	£175.00	-£2,325.00
Total Play & Rec	£26,000.00	£2,460.00	-£23,540.00
Total Finance & General Purpose	£254,717.24	£136,014.78	-£118,702.46
Total Planning	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00
Total Melbourn Futures Committee	£0.00	£0.00	£0.00
Total Melbourn Area Youth Development	£0.00	£0.00	£0.00
Total Community Benefit	£0.00	£127.32	£127.32
Total Section 106	£4,000.00	£2,431.37	-£1,568.63
Total Income	£290,617.24	£143,125.16	-£147,492.08
<b>EXPENDITURE</b>			
Total Conservation	£18,250.00	£1,477.21	£16,772.79
Total Cemeteries	£29,000.00	£5,040.17	£23,959.83
Total Play & Rec	£17,400.00	£5,763.65	£11,636.35
Total Finance & General Purpose	£197,850.00	£44,442.05	£153,407.95
Total Planning	£5,000.00	£2,676.52	£2,323.48
Total Highways	£4,500.00	£1,054.00	£3,446.00
Total Melbourn Futures Committee	£5,000.00	£3,000.00	£2,000.00
Total Melbourn Area Youth Development	£8,500.00	£0.00	£8,500.00
Total Community Benefit	£0.00	£13,999.00	-£13,999.00
Total Section 106	£3,750.00	£0.00	£3,750.00
Total Expenditure	£289,250.00	£77,452.60	£211,797.40
Total Income	£290,617.24	£143,125.16	-£147,492.08
Total Expenditure	£289,250.00	£77,452.60	£211,797.40
Total Net Balance	£1,367.24	£65,672.56	



## APPENDIX F

## Melbourn Parish Council

## Expenditure transactions - approval list

year 01/04/16

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
964	104508	£10.00	£0.00	£10.00	20/06/16	CAPS - Deduction of Wages	£10.00
920	104509	£209.91	£0.00	£209.91	27/05/16	Phillimore Garden Centre - Flowers for Cross - J Travis	
963	104509	£11.94	£0.00	£11.94	28/05/16	Phillimore Garden Centre - Extra box of plants for The Cross	£221.85
959	104510	£110.00	£0.00	£110.00	16/06/16	Mark Chipperfield - Parts and Labour for disabled toilet	£110.00
927	104511	£225.00	£0.00	£225.00	07/06/16	Beactive Melbourn Ltd - Pavilion Hire	£225.00
972	BACS1606 27AC	£80.00	£0.00	£80.00	23/06/16	Anita Cook - Materials for 83 High Street - A Cook for April/May & June	£80.00
916	BACS1606 27BS	£451.70	£0.00	£451.70	25/05/16	Bridget Smith - Project Development & Funding Grant Applications Jan and March	£451.70
958	BACS1606 27EITSLTD	£263.04	£43.84	£219.20	16/06/16	Edge IT Systems - Accountancy services	£263.04
914	BACS1606 27H&CGM	£156.00	£26.00	£130.00	12/05/16	Herts And Cambs Ground Maintenance Limited - Cut of new and old rec	
917	BACS1606 27H&CGM	£156.00	£26.00	£130.00	20/05/16	Herts And Cambs Ground Maintenance Limited - Cutting of Old and New Rec	
918	BACS1606 27H&CGM	£126.00	£21.00	£105.00	20/05/16	Herts And Cambs Ground Maintenance Limited - Over mark pitches on new and old rec	
924	BACS1606 27H&CGM	£1,400.40	£233.40	£1,167.00	27/05/16	Herts And Cambs Ground Maintenance Limited - Monthly Cemetery May	
925	BACS1606 27H&CGM	£213.34	£35.56	£177.78	27/05/16	Herts And Cambs Ground Maintenance Limited - monthly maintenance for 5 areas of the village for May	
961	BACS1606 27H&CGM	£1,400.40	£233.40	£1,167.00	01/04/16	Herts And Cambs Ground Maintenance Limited - Cemetery maintenance 11/2015	£3,452.14
977	BACS1606 27HMRC	£7181.96	0.00	£7181.96	27/06/16	HM Revenue & Customs - Tax and NI June 2016 and wages	£7181.96

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
887	BACS1606 27LN	£97.45	£0.00	£97.45	07/06/16	LexisNexis - Arnold Baker 10th Edition local councils	£97.45
902	BACS1606 27NHSL	£900.00	£150.00	£750.00	16/05/16	North Herts Surfacing Limited - Alterations to Village Car Park Workshop/bustop	£900.00
973	BACS1606 27PH	£117.00	£0.00	£117.00	27/06/16	Peter Horley - Taking Minutes 6/6/16 and Payroll Assistance 27/6/16	£117.00
915	BACS1606 27SC	£50.94	£8.49	£42.45	26/05/16	Stationery Cupboard - Paper and Stationery	
949	BACS1606 27SC	£13.99	£2.33	£11.66	03/06/16	Stationery Cupboard - Ink Cartridge	£64.93
971	BACS1606 27SR&S	£254.52	£42.42	£212.10	08/06/16	Simon Robinson & Son - 2x Frames for Embroideries by M Howard	£254.52
960	BACS1606 27STS	£100.00	£0.00	£100.00	16/06/16	Shire Tree Surgery - Remove broken limb from Willow Tree	£100.00
923	BACS1606 27UHY	£360.00	£60.00	£300.00	26/05/16	Hacker Young - Internal Audit for period end of 31 March 2016	£360.00
936	CHQ10439 9	£1,500.00	£0.00	£1,500.00	08/06/16	Home Start (Royston) - Community Benefit	£1,500.00
935	CHQ10440 0	£750.00	£0.00	£750.00	08/06/16	RSPB - Community Grant	£750.00
937	CHQ10450 1	£1,000.00	£0.00	£1,000.00	08/06/16	Melbourn Fete Committee - Community Grant	£1,000.00
938	CHQ10450 2	£1,749.00	£0.00	£1,749.00	08/06/16	Relate Cambridge - Community Grant	£1,749.00
934	CHQ10450 3	£1,500.00	£0.00	£1,500.00	08/06/16	Melbourn Water Aid - Community Grant	£1,500.00
933	CHQ10450 7	£7,500.00	£0.00	£7,500.00	08/06/16	Melbourn Mobile Warden Scheme - Community Fund	£7,500.00
929	DD160527E ON	£8.17	£0.39	£7.78	27/05/16	e.0n - Electricity Pavilion sports and social	£8.17
928	DD160614E ONSignature	£8.44 Signature	£0.40	£8.04	29/05/16	e.0n - Melbourn Cemetery	

# Melbourn Parish Council

## Expenditure transactions - approval list

Start of

year 01/04/16

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
930	DD160614E ON	£8.17	£0.39	£7.78 27/05/16	e.0n - Old Rec Ground electricity	£16.61
947	DD160620E ON	£88.08	£4.19	£83.89 05/06/16	e.0n - Electricity Workshop	
948	DD160620E ON	£75.55	£3.60	£71.95 05/06/16	e.0n - Pavilion Electricity	£163.63
952	DD160628H SBC	£5.50	£0.00	£5.50 28/06/16	HSBC - Bank charges	
953	DD160628H SBC	£9.50	£0.00	£9.50 28/06/16	HSBC - Bank charges	£15.00
966	DEBIT1606 21DR	£294.00	£49.00	£245.00 21/06/16	Dynorod - Clearing of Drains at Pavilion	£294.00
919	P346	£4.12	£0.00	£4.12 26/05/16	Sarah Adam - Postage 2x letters	£4.12
922	P347	£15.00	£0.00	£15.00 02/06/16	K. Rudge - Petrol for Mower	£15.00
931	P348	£2.00	£0.00	£2.00 31/05/16	Sarah Adam - Advertiing charge Post Office for Assistant Clerk	£2.00
932	P349	£15.00	£2.50	£12.50 06/06/16	K. Rudge - Fuel for Van	£15.00
962	P350	£7.25	£0.00	£7.25 17/06/16	Sarah Adam - Postage for Annual Return	£7.25
970	P351	£15.00	£0.00	£15.00 23/06/16	K. Rudge - Diesel for Van	£15.00
<b>Total</b>		£28,444.37	£942.91	£27,501.46	Signature	Signature

Date

27/06/16 10:58 AM Vs: 7.23

Page 3 of 3

## **APPENDIX G**

Hi Sarah

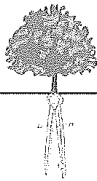
As you know we met Philip Kratz and Rick Morrish on Friday morning.

There are two points about the costs for the Landscape consultant:

- When you wrote the commissioning letter, I asked you to agree provisionally £400 for a 'computer generated ZTV'. We discussed on Friday whether this was necessary – or indeed desirable – and concluded that it is not.
- We also discussed the amount of time Rick should be present at the Appeal. Rick's fee proposal includes an allowance of 2 days attendance. Philip stated that his attendance until the landscape elements have been examined would be desirable. We do not know at present whether the Appeal will last 3 or 4 days, and we do not know at what point the landscape impact will be examined. Hence it is difficult to judge whether Rick will need to attend for more days than has been budgeted for. His cost is £450 per extra day if it proves necessary.

Best wishes

Julie Norman



## richardmorrishassociates

landscape design • environmental planning • arboriculture

56 Common Lane  
North Runcorn  
King's Lynn, Norfolk, PE33 0RF  
Phone : (01553) 840284  
Email: enquiries@rmassoc.co.uk  
Website: www.rmassoc.co.uk

Our Ref: 376/16  
26-04-2016

Birketts  
22 Station Road  
Cambridge  
CB1 2JD.  
Attn: Philip Kratz

Dear Philip

Re: Land East of New Road, Melbourn, Cambridge - Appeal  
Preparation of Landscape Evidence for Rule 6 Party

Further to our telephone conversation I provide below my fee proposal to assist you and Melbourn Parish Council in preparing landscape evidence for the above appeal.

*Richard Morrish Associates* is a registered practice of the Landscape Institute and has been established since 2000. The practice is a small consulting business providing landscape planning and design services to a range of public and private clients. Richard is a Chartered Landscape Architect and has previously worked for twenty years as a landscape architect and environmental planner both in the UK and abroad. Richard has extensive experience of landscape assessment and environmental planning processes. He has prepared landscape evidence for private and public clients for hearings and inquiries relating to large housing schemes, solar farms and commercial developments. More information about past project experience can be viewed on our website [www.rmassoc.co.uk](http://www.rmassoc.co.uk).

### **Fee Proposal**

Fees will be charged hourly at a rate of £60/hour for Richard Morrish.

Background reading / Site visit / photography / Mtg<sup>1</sup> – 15 hrs  
Preparation of P of E + Liaison with PK – 12 hrs<sup>2</sup>  
(for submission by 14/06/16)

27 hrs @£60 = £1620

Estimated additional time to end:  
Allow further time to review appellants evidence and

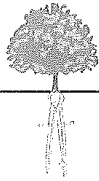
<sup>1</sup> Suggest meeting Clerk or Chair of Parish Council – or any resident with relevant knowledge of situation, as I think local knowledge would be important to Inspector. Important to identify any key points. (Views from private properties might be useful).

<sup>2</sup> This will include plans and photographs I will refer to in presenting my proof and I imagine will include a zone of visual influence plan that I will derive from my fieldwork. I have not allowed for any computer generated photomontage or ZTV work.

A Registered Practice of the Landscape Institute.

VAT N° 741 0448 60 Company N° 4924536 Incorporated as Richard Morrish Associates Ltd.  
Registered Office: 56 Common Lane PE33 0RF Director: Richard Morrish





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**richardmorrishassociates**

landscape design • environmental planning • arboriculture

56 Common Lane  
North Runcton  
King's Lynn, Norfolk, PE33 0RF  
Phone : (01553) 840284  
Email: enquiries@rmassoc.co.uk  
Website: www.rmassoc.co.uk

prepare / discuss my final evidence in chief - 8 hrs.  
Attend appeal (2 days - Camborne?) Say 15 hrs including travel

23 hrs @£60 = £1380  
Costs exclude VAT@ 20%

Obviously I understand that the Parish Council will have tight funds and I will try to minimise costs. Assume these costs are inclusive of disbursements. I assume you and I can liaise by email / phone and don't necessarily need to meet.

I trust that this proposal will be otherwise acceptable and look forward to receiving your confirmation to proceed.

Yours faithfully

Richard Morrish  
Richard Morrish Associates.

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A Registered Practice of the Landscape Institute.

VAT N° 741 0448 60 Company N° 4924536 Incorporated as Richard Morrish Associates Ltd.  
Registered Office: 56 Common Lane PE33 0RF Director: Richard Morrish



landscape institute  
registered practice

## MELBOURN PARISH COUNCIL

---

Clerk: Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

E-mail: [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk)

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Opening Hours :

Monday 9am – 4pm, Tuesday 9am – 3pm, Wednesday 9am – 3pm , Thursday 9am – 4pm  
and Friday, Office Closed.

---

Richard Morrish Associates  
56 Common Lane  
North Runcton  
King's Lynn  
Norfolk  
PE33 0RF

11<sup>th</sup> May 2016

Dear Mr Morrish

**Land East of New Road Melbourn, Cambridge – Appeal  
Preparation of Landscape Evidence for Rule 6 Party**

I am writing to engage your services in respect of the above work. The Parish Council accepts your Fee Proposal of £3000, excluding VAT, as set out in your letter of 26 April 2016 to Philip Kratz. In addition, the Parish Council will commission a computer generated 'ZTV' at a price of £400 or less, excluding VAT, *if that is considered necessary after further discussion.*

Please send me any documentation for signature.

As you are aware, the Appeal will be heard in July so the Council wishes to progress quickly with the work. If you could let me have some dates for a site meeting, I will arrange for you to meet the appropriate people.

I look forward to hearing from you.

Yours sincerely

Sarah Adam  
Melbourn Parish Clerk

## APPENDIX H

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA  
t: 03450 450 500  
www.scambs.gov.uk

ACS2/16



South  
Cambridgeshire  
District Council

Sarah Adam  
Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Melbourn  
SG8 6DZ

Our ref: PLASEC.799

Your ref:

Date: 2 June 2016

New Communities and Planning

Contact: Theresa Roberts

Direct dial: 01954 713257

Direct email: [theresa.roberts@scambs.gov.uk](mailto:theresa.roberts@scambs.gov.uk)

Dear Sarah

**Development of 31 The Moor, Melbourn (1 house) – S/1798/10/F & S/1842/13/DC  
Payment of Public Open Space and Community Facilities Contributions**

As you will likely be aware, a Section 106 Agreement was entered into in respect of the above development with effect on 7 October 2013. This required the Developer to pay over the sum of £4,258.90 as a financial contribution in lieu of on-site provision of public open space and £703.84 towards the off-site provision of community facility space. It is the intention for these monies to be remitted to the Parish Council, upon the Parish Council entering into an appropriate form of Indemnity, for use for such purposes in accordance with the Section 106 Agreement that relates to securing the use of the monies in this manner. The Agreement can be viewed on the website by using the planning application search. It will be listed under the plans and docs tab.

I now enclose two copies of an appropriate Indemnity for execution on behalf of the Parish Council and, assuming the Parish Council is content to proceed on this basis, perhaps both copies could be executed in pursuance of an appropriate resolution of the Parish Council. You will see that the document provides for the date of the resolution to be inserted and would be grateful if this could be completed and for the document to be executed by two Parish Councillors on behalf of the Parish Council.

Once executed, please date the Indemnity and return one part to me, retaining the other copy for the Parish Council's records. I will then arrange for the open space and community facilities contributions to be remitted as quickly as possible.

If you need further guidance, advice or information on Section 106 Agreements and how these monies may be spent please contact me, details above.

Yours sincerely

**Theresa Roberts**  
S106 Monitoring Officer



**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2016  
**B E T W E E N** MELBOURN PARISH COUNCIL care of Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

**W H E R E A S :**

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 7 October 2013 and made between the District Council (1) and Reassure Ltd & NM Life Trustees Limited (2) contributions of a) £4,258.90 (subject to indexation) is payable towards the off-site provision and future maintenance of outdoor sports play space and informal open space infrastructure ("The Public Open Space Contribution") and b) £703.84 (subject to indexation) is payable towards the off-site provision of community facility space ("The Community Space Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Public Open Space Contribution and Community Space Contribution, £4,414.44 and £729.55 respectively, were received by the District Council on 27 May 2016
- (3) The District Council agrees to transfer the Public Open Space Contribution and Community Space Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in the Third Schedule of the Section 106 Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Public Open Space Contribution and Community Space Contribution the Parish Council covenants with the District Council

1. to use the Public Open Space Contribution and Community Space Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Public Open Space Contribution or Community Space Contribution within ten years from 27 May 2016 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Public Open Space Contribution or Community Space Contribution are attributable and which contract or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts
3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Public Open Space Contribution and Community Space Contribution or any part thereof shall have been spent

## APPENDIX I

PC54/16

### Parish Clerk

---

**From:** Ward Rebecca <Rebecca.Ward@scambs.gov.uk>  
**Sent:** 08 June 2016 10:54  
**To:** Parish Clerk  
**Cc:** Sexton Paul  
**Subject:** RE: Planning Permission for Flag Pole

Dear Sarah

Thankyou for your email. I have looked into the regulations and in my informal opinion I can offer the following advice. If you wanted more clarity a pre-application would need to be submitted.

**If the flag is for one of the following consent is not required :**

Any country's national flag, civil ensign or civil air ensign;

The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member;

A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom;

The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom;

The flag of Saint David;

The flag of Saint Patrick;

The flag of any administrative area within any country outside the United Kingdom;

Any flag of Her Majesty's forces;

The Armed Forces Day flag  
The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag. It has sometimes been queried whether there is a height restriction of a flagpole bearing these flags but none is specified in the Regulations. In Wales the 1992 Regulations provide exemption under Class I of Schedule 2 for National flags only.

**If it is for anything other than the above** (eg eco-café logo, eco-school, rainbows, eco-hub) , as the hub is within the Conservation Area advertistment consent would be required under Class 7 of the Town and Country Planning (control of Advertisements) Regulations.

Hope this helps

Kind Regards

**Rebecca Ward** | Senior Planning Officer



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA  
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## APPENDIX J

PC56/16

### Parish Clerk

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**From:** Hugh Pollock <hugh.m.pollock@gmail.com>  
**Sent:** 08 June 2016 22:26  
**To:** Parish Clerk  
**Subject:** Re: Melbourn Short Story Reading Group  
**Attachments:** REPORT Programmes 2&3.docx; REPORT Programme 1.docx

You will know that the Melbourn Short Story Reading Group was founded last year with the aid of a very welcome supportive structure from Melbourn Parish Council. The Group met every Tuesday morning in the Hub accordance with the dates set out in the attached "REPORT Programme 1" and "REPORT Programmes 2&3". The exercise was judged by all concerned to have met the objectives which had been set at the outset.

The Group is continuing to meet informally over the summer on Tuesday mornings in the Hub in the expectation that the formal short story reading sessions will commence again in September. In this regard, and to enable this to happen in September, I am to enquire if the Parish Council would extend the same level of supportive structure to the Short Story Reading Group as was done last year.

In conclusion, I should be grateful if you would bring this letter and the attached reports to the attention of the Parish Council when the opportunity arises.

Thank you in advance

Yours sincerely

Hugh Pollock  
Group Co-ordinator  
Melbourn Short Story Reading Group

## REPORT

The Group met as planned on six consecutive Tuesday mornings (10.00- 11.00 a.m. and commencing 10 Nov) in the Library Area of Melbourn Hub. The work of six very different writers was read: James Joyce; Rebecca West; Mary Lavin; Charles Dickens; Samuel Beckett and Virginia Woolf. In total 13 people participated directly with participation at any one session varying between 7 - 13 persons. Each session was free with a donation to WaterAid welcomed. The total donation sum was £59.09.

The objective of promoting reading in general, the work of the writers chosen and the life-saving work of WaterAid - all to be done in a relaxed, convivial, social context - was achieved. The very important advocacy aspect associated with the Group's meeting in a highly visible public space - with dozens of persons present and observing at a distance - was also successful.

Those who participated directly left contact details with the Group's Co-ordinator and expressed the wish that a second Programme be arranged. This is being put in hand, hopefully to commence on Tuesday 19 January and with the supports previously tendered remaining in place. Thank you again for your support.

Hugh Pollock  
Group Co-ordinator  
Melbourn Short Story Reading Group.

### **Melbourn Short Story Reading Group**

#### **REPORT: Second & Third Programmes**

The Short Story Reading Group met as planned on consecutive Tuesday mornings (10.00- 11.00 a.m.) in the Library Area of Melbourn Hub. The Second Programme commenced on Tues 19 January and concluded Tues 22 March. The Third Programme commenced Tues 05 April and concluded Tues 10 May.

Across both Programmes the work of 22 very different writers was read: Dylan Thomas; Elizabeth Bowen; P.G. Wodehouse; Iris Murdoch; Virginia Woolf; Samuel Beckett; Charles Dickens; Mary Lavin; Rebecca West; James Joyce; R.K. Narayan; Rudyard Kipling; Katherine Mansfield; Dorothy Parker; Tove Jansson; H.H. Munro ('Saki'); B.H.W. von Kleist; Franz Kafka; Doris Lessing; Anton Chekhov; Maxim Gorky & Fiodor M. Dostoyevsky. In total 13 people participated directly with participation at any one session varying between 7 - 13 persons.

Each session was free with a donation to WaterAid welcomed. The total donation sum was £141.89 - to be added to the £59.09 raised during the First Programme - and giving an overall total of £200.98 across the three programmes.

The objective of promoting reading in general, the work of the writers chosen and the life-saving work of WaterAid - all to be done in a relaxed, convivial, social context - was achieved. The very important advocacy aspect associated with the Group's meeting in a highly visible public space - with dozens of persons present and observing at a distance - was also successful.

Those who participated directly left contact details with the Group's Co-ordinator and expressed the wish that a follow up Programme be considered to commence in September with the supports previously tendered remaining in place. The Group Co-ordinator undertook to pursue this and to enter into discussion with interested Group members and so establish the feasibility of commencing in September and then to communicate the outcome of the discussions to all involved.

Thank you again for your support.

Hugh Pollock  
Group Co-ordinator  
Melbourn Short Story Reading Group.

## APPENDIX K

PC 58/16.

### MELBOURN PARISH COUNCIL

(Assuming new Assistant Clerk is in post)

#### Two meetings on 8<sup>th</sup> August and 15<sup>th</sup> August:

- I can offer to either attend meeting, take minutes and type up, or assist the Asst. Clerk to do so.
- I can work with Sarah to distribute Agendas prior to her holiday.

#### Office Cover:

- I can offer to meet with Sarah ( and hopefully the Asst. Clerk) prior to her holiday to agree what office cover is required but expect this to involve dealing with urgent e mails; dealing with post and answering/dealing with telephone calls.
- I could only offer daytime office cover in August as below due to other commitments:-
  - Wednesday 10<sup>th</sup> 2 – 5 p.m.
  - Friday 12<sup>th</sup> 10 – 1 p.m.
  - Wednesday 17<sup>th</sup> 2 – 5 p.m.
  - Friday 19<sup>th</sup> 2 – 5 p.m.

#### Cost:

- My hourly rate for Barrington Parish Council is set at £14.10 per hour.
- Travel costs from Bassingbourn to Melbourn would be charged at 45p. per mile.

Valerie Tookey

36 The Causeway

Bassingbourn SG8 5LG

01763 243153

valerietookey@sky.com

**Appendix L - Grievance Report. N/A**

PC60/16 a)

Una Cleminson BEM TD RGN

1 Rupert Neve Close,  
Melbourn,  
Royston,  
Hertfordshire,  
SG8 6FB.  
01763 269544.

6/6/16

To The Clerk Melbourn Parish Council,

Dear Sarah,

It is with regret that I have to resign from the Parish Council. As you may know I am now National Vice Chairman of the Royal British Legion, with the time commitment and world travel it entails I could not carry out the duties of a councillor satisfactorily.

If ever I can help the council in an ad hoc way please just ask.

I wish you all continued success in being part of an active & productive team.

Best Wishes

Una



B)

PC 60/16 b)

To the Parish Clerk, Melbourn Parish Council.

Dear Sarah,

Below are questions I wish to put to Melbourn Parish Council and I request that this letter and the questions are included as a matter of correspondence at the full council meeting held on the 27th June 2016.

A copy of this email has been sent to Heidi Allen MP, the County and District Councillors, South Cambs., the District Council Monitoring Officer and Ian Dewar at CAPALC. A letter with the questions set out below has also been sent to the local press.

As an outline to these questions, it is known within the village that an important document has been produced and that this document relates to a number of very serious complaints concerning the conduct of Melbourn Parish Council and that of a councillor. It is also known that the council has ensured that the document does not become public by using 'in-camera'.

So let me point out the obvious guiding principles of a Parish Council: *The parish council must ensure all its activities are **open, transparent and accountable** to all residents.*

The council made this public when they put in place an external group to ensure the complaints were given a **fair and proper hearing**. As such, I and the residents of Melbourn are entitled to know what this document is about. If the council or councillor believe the findings of this external group (which they put in place) are 'inaccurate', they have the right to say so – but publicly – as it should be. What they do not have, is the right to treat residents with contempt and dismiss complaints as if they are irrelevant.

**I formally request that a copy of this document be made available to all residents of Melbourn.**

It is my understanding that a number of councillors were in favour of publication of this document, which is shown by their resignation letters as a matter of principle. (*Available on the Parish Council website.*)

In the first instance and in light of these resignations, I would ask Councillors one important question:

*Do those Councillors who voted against the publication of the said document, fully and unreservedly support the councillor and that they are willing to publicly state – the councillor has done nothing wrong and that ALL complaints are untrue?*

For the record, I became aware of the circumstances behind the creation of this document, when I was asked to make available a copy of my resignation letter when I left the Parish Council and any subsequent communications that took place, following the false and potential damaging statements made in public toward me, by one or more on the Parish Council.

The following questions do not relate to actual details shown in the stated document and as such residents are entitled to answers to *all* questions.

#### Questions to Melbourn Parish Council

- 1 That a document exists as stated and contains serious accusations of unacceptable behaviour by a member of Melbourn Parish Council?
- 2 That Melbourn Parish Council agreed to have these accusations investigated with the help and support of *Cambridgeshire and Peterborough Association of Local Councils* (CAPALC)?
- 3 That a grievance panel was put in place by Melbourn Parish Council to investigate the accusations?
- 4 That this grievance panel was independent of Melbourn Parish Council, its members were from outside of Melbourn and all were fully endorsed by the *full council*?
- 5 That the grievance panel unanimously upheld the majority of the serious complaints made against a member of Melbourn Parish Council?
- 6 That a so-called 'rebuttal document' was put forward after the grievance panel document had been presented to the Parish Council?
- 7 Was this rebuttal sanctioned by the full Parish Council *before* the grievance panel document was officially discussed?
- 8 Was the rebuttal instigated by the person for whom the complaints were made against, or was it produced by another member on the council?
- 9 Were all councillors, the grievance panel and the person who brought the complaint given sufficient opportunity to see this rebuttal document before the complaint document was put to council and a decision made?
- 10 Were there any discussions between councillors outside of any official council meetings that helped predetermine their decision on the outcome of this document?
- 11 What are these serious accusations and why was the document dismissed and hidden?

At the very least this document was likely to have been an embarrassment to most members of the council, with the exception of the person against whom the serious complaints were made. But now it represents much more and clearly brings into question the integrity of Melbourn Parish Council.

These complaints were obviously serious enough for the Parish Council to set up an external enquiry to investigate. Yet when faced with a verdict that was obviously totally unexpected and one they did not want, they ignored it – in the hope the rest of Melbourn would do the same.

Given the nature of the complaints and the conduct of the Parish Council the use of 'in-camera' was wholly inappropriate. The council's handbook clearly states, '*may exclude the public for a particular item of business, if it thinks such an exclusion is in the public interest*'. By trying to hide behind this clause, it shows they were more concerned with their own interests than that of the public's. **The publication of this document is clearly IN the public's interest.**

Peter Simmonett  
Resident of Melbourn

Cc: Heidi Allen MP  
County Councillor Susan van de Ven  
District Councillor Val Barrett  
District Councillor Jose Hales  
South Cambs District Council Monitoring Officer  
Ian Dewar CAPALC

c)

PC60/16 c)

**Parish Clerk**

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**From:** Mike Stapleton <m.stapletonctc@talktalk.net>  
**Sent:** 16 June 2016 14:17  
**To:** Parish Clerk  
**Subject:** Reasons for resignation of Councillors

Attn. Sarah Adams,

Please place the following request for information on the next Parish Council Agenda. I would like to be able to speak on this item during the period when the Public are allowed to speak to the Council during the Council Meeting on 27th June 2016.

I note that three members of the Parish Council have recently resigned.

I note that the reasons for their resignations are that they do not agree with the Council on a matter discussed at the Extraordinary Meeting held on 16th May 2016. This meeting was held in camera. As a result details of the meeting are not in the Public domain. The letters from the three resigning Councillors state their reasons for resignation (Appendix 1 of the Minutes of the Parish Council AGM dated 23rd May 16).

I am concerned that these reasons state that these Councillors resigned over a matter on which they disagreed with the Council but were overruled. I feel that as they consider this to be a matter of principal it needs to be brought out into the open.

I have heard two rumours as to the matter discussed which are circulating in the village. Clearly one is wrong. The Councillors are not allowed to break confidence on this matter. I ask the Council to explain this matter or if they have to maintain confidentiality to state this at the next Parish Council Meeting. This will enable Parishioners to the draw their own conclusions.

Mike Stapleton. Melbourn Parishioner.