

**MELBOURN PARISH COUNCIL
DRAFT MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 31st October 2016 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Siva (Vice Chair), Cross, Gatward, Hales, Harrington, Hart, Regan, Sherwen, Kilmurray

In attendance: The Clerk, District Cllr Barrett 13 members of the public.

PC133/16 To receive apologies for absence

Cllr Stead for work commitments.

PC134/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

There was nothing to report.

PC135/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

At 7.18pm The Chair Suspended Standing Orders

Mr Lovelace raised his concerns with agenda item PC139/16 - To consider request for Static Food Van – Car Park, High Street, Melbourn for two main reasons:

By allowing the Kebab Van to remain on site overnight he believes this will encourage vandalism and poor behaviour and secondly it would be an eyesore affecting the look of the new car park.

Mr Forbes – raised the issue of the Kebab man holding a street vendor licence and does the Parish Council charge him rent for using the car park and if not should he be charged? District Cllrs Hales confirmed the licence the Kebab man holds has always been historic since SCDC were responsible for the car park. Cllr Hales also stated that now Melbourn Parish Council owns the car park the decision will always lie with the Council. Cllr Hales also stated the fish man is not charged rent either.

Mr Howard stated relating to PC136/16 he would like members to consider that one applicant for co-option was a former Councillor, has already received the necessary councillor training and had many years of experience and would strongly suggest they consider this person for co-option this evening.

Mr Pollock stated he has already made a complaint against three Councillors. Seeing that one former Councillor had put themselves forward for co-option and having read this person's application form, Mr Pollock felt it appeared that this person had not accepted responsibility for previous actions in relation to the Grievance Report in particular.

A member from the public asked can minutes from working parties be presented to public. The Chair stated all minutes from working parties will be presented to Council and will be published in the minutes to remain transparent.

At 7.28pm The Chair reinstated Standing Orders

IT WAS AGREED BY ALL TO MOVE PC139/16 TO THE NEXT ITEM ON THE AGENDA.

PC139/16 To consider request for Static Food Van – Car Park, High Street, Melbourn (APPENDIX A)

The Chair reminded Councillors according to The Car Park Lease clause 2.1.1. states “Permitted use means a free, short stay public car park and for no other purposes whatsoever” The term “short stay” cannot mean overnight. Also, SCDC had advised that a static food van would be considered as a hot food outlet, which is a purpose other than a car park and hence and not permitted under the lease.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR KILMURRAY TO REJECT THIS APPLICATION. ALL WERE IN FAVOUR AND THIS WAS CARRIED.

PC136/16 To Co-op new members onto Melbourn Parish Council (APPENDIX B)

The Chair explained there had been four members of the public that had put themselves forward for co-option:

- Irene Bloomfield
- Clive Porter
- Jane Shepherd
- John Travis

Due to being absent The Chair read out Irene Bloomfield and Clive Porter’s application forms. As Jane Shepherd and John Travis were present at the meeting they both gave a brief introduction about themselves and Councillors made comments about all applications.

Each Councillor was allowed to vote for up to 4 people to be co-opted. The Chair explained that each candidate would need to receive 6 votes or more to be co-opted.

Irene Bloomfield – 2 Votes
Clive Porter- 7 Votes
Jane Shepherd – 8 Votes
John Travis – 10 Votes

The Chair confirmed Clive Porter, Jane Shepherd and John Travis have been appointed Councillors for Melbourn. The Chair asked Jane Shepherd and John Travis if they would accept their new position, which they did.

Jane Shepherd and John Travis signed their Declaration of Office and joined the table. The

Chair advised that they abstain in votes for the remainder of the meeting as they had not had time to digest the supporting documents.

PC137/16 To consider the payment of a valuation in the sum of the final account currently calculated by Sweett Group.

The Parish Council have been advised by the contract administrator (Sweett) of the need to pay a further valuation to comply with the conditions of the contract. As a result Sweett have now issued Interim Payment Certificate No 8 to Interserve with a request that they raise an invoice and issue it directly to Melbourn Parish Council.

The value of the payment is in the order of £25,540.00 and represents Sweetts estimate of work completed and certified to date.

Melbourn Parish council need to consider payment of this amount tonight in order to have funds approved and available for payment when the invoice arrives.

The Chair explained having received the second half of the precept Melbourn Parish Council are in a position that this can be paid.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HARRINGTON TO SET ASIDE THE SUM OF £25,540.00 TO PAY INTERIM CERTIFICATE 8 TO INTERSERVE FOR THE WORK COMPLETED. 9 WERE IN FAVOUR, AND 3 ABSTAINED. THIS WAS CARRIED.

PC138/16 To approve the Service Providers Contract (with reference to Agenda Item PC117/16 agreed on Monday 24th October 2016).

The draft contract was discussed. A proposal for revised Parish Office opening hours to allow for training will be brought to the Council.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR CROSS TO ACCEPT THE CONTRACT AS DRAFTED. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED BY ALL.

PC1390/16 To receive any notifications or planning consultation documents.

- a) For side/rear extension (amendments to previously approved scheme (S/1807/13/FL) at 6 Little Lane, Melbourn, Royston, Cambridgeshire, SG8 6BU. S/2235/16/FL was noted.
- b) Two storey side extension, single storey rear extension and alteration to the front porch at 48 Beechwood Avenue, Melbourn, Royston, SG8 6BW. S/1838/16/FL was noted.
- c) Single storey rear extension at 23 The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED. S/1516/16/FL was noted.
- d) Other notifications at the time of meeting
Conversion of the existing shop to one flat and convert the remainder of the existing house to 3 flats, creating 4 no 1 bed flats at 73 High Street, Melbourn, Royston, Cambridgeshire, SG8 6AA. S/0218/16/FL was noted.

PC140/16 To consider the following Planning Applications:

- a) Notification of applications to carry out tree works subject to a tree preservation order – To remove 8 small lime trees at Woods House, 1 Cawdon Row, Melbourn, Royston, Cambridgeshire, SG8 6UL. S/2809/16/TP
IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSS THAT IF APPROVED TAKE EXTREME CARE OF THE HORSE CHESTNUT WHICH OVERHANGS THE TREES. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.
- b) Notification of applications to carry out tree works subject to a tree preservation order – Crown reduce 2 Maple Trees by approx. 30%. Excessive shading to neighbouring council properties at 5 Garden End, Melbourn, Royston, SG8 6HD. S/2813/16/TP. **IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR HALES. 9 WERE IN FAVOUR, 1 AGAINST AND 2 ABSTAINED.**
- c) Notification of applications to carry out tree works subject to a tree preservation order – Reduce crown of sycamore by approx. 25%. Tree is in front garden excessive shade at 20 The Lawns, Melbourn, Royston, Cambridgeshire, SG8 6BA. S/2812/16/TP
IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR KILMURRAY. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.
- d) Application Barn conversion to a 2 bed annexe at 17 High Street, Melbourn, Royston, Cambridgeshire, SG8 6ER. S/2785/16/LB
IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSS. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.
- e) Application Barn conversion to a 2 bed annexe at 17 High Street, Melbourn, Royston, Cambridgeshire, SG8 6ER. S/2784/16/FL
IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY. 10 WERE IN FAVOUR AND 2 ABSTAINED.
- f) Application proposed rear extension and restoration of existing Grade II listed building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2427/16/LB
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR REGAN WITH THE FOLLOWING COMMENTS: ENSURE THE LISTED BUILDING IS PROTECTED FROM DAMAGE THROUGH DEMOLITION OF OUTBUILDING AND DIGGING OF FOOTINGS. CONSIDER WHETHER 3 DWELLINGS IS OVER DEVELOPMENT. ENSURE DESIGN HAS RESPECT FOR POSITION OPPOSITE THE CHURCH. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.
- g) Application proposed rear extension and restoration of existing Grade II listed building including conversion to two dwellings. Demolition of existing dilapidated building and erection of dwelling at 59 High Street, Melbourn, Royston, SG8 6DZ. S/2423/16/FL
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR

HALES WITH THE FOLLOWING COMMENTS: ENSURE THE LISTED BUILDING IS PROTECTED FROM DAMAGE THROUGH DEMOLITION OF OUTBUILDING AND DIGGING OF FOOTINGS. CONSIDER WHETHER 3 DWELLINGS IS OVER DEVELOPMENT. ENSURE DESIGN HAS RESPECT FOR POSITION OPPOSITE THE CHURCH. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.

- h)** Application of the demolition of existing garages and construction of new food processing building, with associated changes to existing retail premises and boundary walls. Change of use to provide A3 consumption of food and drink on the premises. Change of use of existing first floor to provide A3 consumption of food and drink on the premises. Change of use of existing first floor flat to residential at 1-3 Station Road, Melbourn, SG8 6DX. S/1597/16/FL
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR CROSS THAT THIS APPLICATION IS APPROVED WITH THE FOLLOWING COMMENTS: PLEASE PAY ATTENTION TO THE WAY THE TREE WORKS ARE CARRIED OUT. 10 WERE IN FAVOUR AND 2 ABSTAINED. THIS WAS CARRIED.

PC141/16 Correspondence:

a) Any other correspondence at time of meeting

The Chair stated there had been a letter from Lightsource. **ACTION: CLERK TO WRITE INTRODUCTORY LETTER TO QUINTAS ENERGY AND TO CONFIRM BANK DETAILS. (APPENDIX C)**

PC142/16 To accept notices and matters for the future agendas

a) Suggestions from Councillors

- Yellow lines on the High Street
- Local Plan – Green Space

At 9.07pm Standing Orders were suspended.

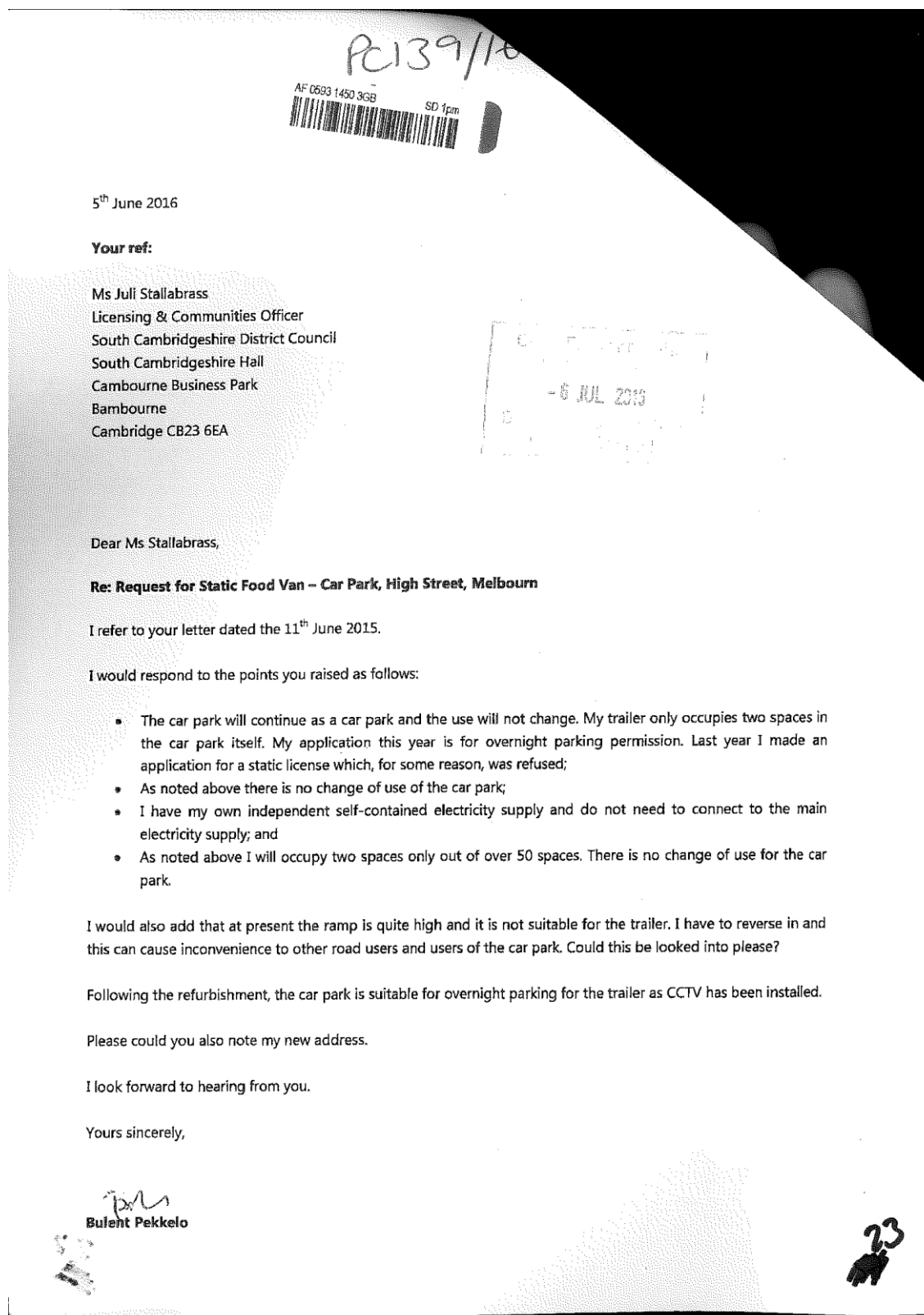
b) Suggestions from Members of the Public

- Nothing to report

At 9.08pm The Chair reinstated Standing Orders.

At 9.08pm The Chair closed the meeting

APPENDIX A



APPENDIX B

PC 136/16.

The process which is recommended to us is as follows:

- Each candidate (in alphabetical order) is invited to stand up and make their case to the council (3 minute rule applies). If someone does not wish to be present in person, the Chair will read out their application letter and skills audit. After each 3 minute presentation, councillors can ask questions.
- We need each candidate to confirm that they will undertake Councillor training within 6 months of joining the Council.
- When each candidate has made their case, councillors write on a piece of paper the names of up to four people. There are 4 vacancies so you cannot vote for more than four people. You vote for as many candidates as you think will enhance the council's ability to do its job.
- Sarah counts the votes. A person is elected if the majority of the council votes for them. In our case, they need at least 6 votes.
- Since we have 4 candidates and 4 vacancies, we will not need to have more than 1 round of voting.

IRENE BLOOMFIELD

Attention: Parish Council Clerk

After the recent elections to re-establish Melbourn Parish Council I would like to be considered for co-option for one of the remaining vacancies. Having been a Parish Councillor in the past I appreciate how much work now needs to be done to create harmony and stability within the community.

Irene Bloomfield

10th October 2016

MELBOURN PARISH COUNCIL

Name : Irene Bloomfield _____

Experience and skills : Parish Councillors		Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
		1	2	3	4	5
Understanding and/or experience of ...						
Parish Council						X
Local government						X
Civil service						X
Professional skills						
Experience of chairing board / committee meetings			X			
Experience of professional leadership						X
Financial planning / management						X
Mediation		X				
IT			X			
Strategic planning						X
Training Received (please give brief details of specific area of training)						
IOSH						
Skills that may be useful on Parish Council Committees						
Financial planning / management						X
Procurement / tenders						X
Health and Safety						X
Insurance			X			
Pensions			X			
HR			X			
Legal [please give brief details of specific area of expertise]	X					
Premises and facilities management						X
Please give brief details of particular local interest / knowledge						
Planning						
Youth work						
Conservation						
Volunteering						

Please give details of any particular area/s of the Parish Council where you feel you would benefit from addition support or training								
I had already signed up for Councillor Chairman Training before being asked to step down ! I will not be completing the questions below as I always conducted myself in the correct and proper manner during my time as a Parish Councillor, and I am very active as a volunteer for many organisations.								
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:								
Selflessness : you should act in the public interest								
Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates								
Objectivity : you should act impartially, fairly and on merit								
Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability								
Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure								
Honesty : you should always be truthful								
Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour								

Skills Audit.doc

6

CLIVE
PORTER

Born in Colchester, Essex, I have devoted much of my life to public service; helping communities, individuals, and organisations wherever I have resided.

In my earlier days I helped to run a youth club, organising outings, social evenings, and publishing a magazine for the members.

A few years later I was driving mini-buses for the visually handicapped, and also mentally handicapped patients, as well as assisting with the Guide Dog organisation, which included booking speakers to address other clubs in the area.

I became the managing director of two businesses, one being a small retail chain, and the other a publishing company, employing almost 20 staff. I am a strong believer in that we are all here to help one another. Public speaking is one of my strengths, and I have addressed many Council meetings; from Parish to County level. I am frequently drafting correspondence to various Government departments.

I have been involved in almost 60 varying campaigns, one of which involved an ongoing problem regarding Saffron Walden Town Centre for nearly a decade, which we eventually successfully won. Here I was Chairman of the Retailers Association, and more recently I chaired the 'Save Royston Town Centre' group.

I was largely responsible for the re-opening of the Shepreth Plough, convincing the Government Inspectorate at the public appeal meeting that the pub was a valuable asset to the villagers.

Currently I am assisting with the catering at John Impey Way, in an attempt to stave off any possibility of the District Council closing the community hall due to lack of use by the residents.

I look to the day when there is a marked improvement in democracy, and a subsequent lessening of dumbing down of our public services.

Clive Porter

25 John Impey Way

Melbourn

Royston

SG8 6HZ

MELBOURN PARISH COUNCIL

Name : ELIVE PORTER

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council					
Local government					
Civil service					
Professional skills					
Experience of chairing board / committee meetings					✓
Experience of professional leadership				✓	✓
Financial planning / management				✓	✓
Mediation					
IT				✓	
Strategic planning					
Training Received (please give brief details of specific area of training)					
Skills that may be useful on Parish Council Committees					
Financial planning / management					
Procurement / tenders				✓	
Health and Safety					
Insurance					
Pensions				✓	
HR					
Legal (please give brief details of specific area of expertise)					
Premises and facilities management					
Please give brief details of particular local interest / knowledge					
Planning	I fought, along with many others in the village to attempt to prevent the development of 100 housing estate. I am always at the forefront when a problem threatens environment.				
Youth work	I have worked with the youth.				
Conservation					
Volunteering	I have volunteered throughout my life to help local communities wherever I have lived. Please see attached notes.				

Skills Audit.doc

Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training

The village development plan.

There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:

Selflessness: you should act in the public interest

As a free lance journalist I have always exerted myself to inform and promote an unbiased view of local events and affairs. I have given up much of my spare time to helping those less fortunate. I have, completely free of charge, represented at meetings, and even in Court.

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

I pride myself in my integrity and I have firsthand evidence of some local individuals who have attempted to influence my way of thinking, and I have always reported these inappropriations to the authorities.

Objectivity: you should act impartially, fairly and on merit

As a Managing Director of my business in my time I have plenty of experience in this field.

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

I have no qualms regarding being held accountable to the public for any decision or action that I make.

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

I have campaigned for years for 100% transparency in all walks of life.

Honesty: you should always be truthful

I cannot abide false statements, and here, on numerous occasions in my life reported individuals who indulge in this.

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

I have always held myself in high esteem for my conduct, both privately, and in public. I have had reason only recently to challenge poor behaviour very locally. I am a constantly campaigning for more democracy in the world.

JANE SHEPHERD

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Herts
SG8 6DZ

27 September 2016

Dear Sarah

Re: Co-Opted Member request Melbourn Parish Council

I am writing to confirm that I would like to be considered as a Co-Opted member of Melbourn Parish Council.

I have an interest in local issues and the need of our local community. Having a young family I feel that this will be a benefit in knowing what other young families would want and require.

I came in 9th in the Parish Council elections on the 22nd September, I believe this was strongly linked to meeting the village when out canvassing in the lead up and the public feeling confident in me.

Through my working career I had to manage timescales and problem solve.

The skill set which I could bring to the Parish Council are good communication skills. Being able to work as a team to serve the village to get the right outcome. Not being afraid to challenge the old ways of working. I have good time management and efficient in my ways of working. To be honest and transparent in my working on the Parish Council.

If you require any further information please do not hesitate to contact me.

Yours Sincerely

Jane Shepherd

MELBOURN PARISH COUNCIL

Name : Mrs Jane Shepherd

Experience and skills : Parish Councillors		Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
		1	2	3	4	5
Understanding and/or experience of ...						
Parish Council		X				
Local government		X				
Civil service		X				
Professional skills						
Experience of chairing board / committee meetings		X				
Experience of professional leadership			X			
1						
Financial planning / management			X			
2						
Mediation		X				
IT			X			
3						
Strategic planning			X			
4						
Training Received (please give brief details of specific area of training)						
1. Working experience leading by example. 2. Working within budgets 3. Setting up data base modules and Backroom web design 4. Understanding the working of Critical Path Analysis (CPA) Managing a busy customer based diary meant juggling workload of staff members accommodating for customers needs and requirements						
Skills that may be useful on Parish Council Committees						
Financial planning / management			X			
*						
Procurement / tenders			X			
*						
Neither being my job role but having to work to boundaries and use initiative to get to the end result when superiors were not there or free to ask.						
Health and Safety			X			
My previous employment involved commercial building and site work and University work. Needing Documents drawn up and occasional Kosh statements.						
Insurance		X				
Pensions		X				
HR			X			
Having not worked in HR itself but in the training of the newbies to the workplace and being in charge of the student placements.						

Skills Audit.doc

Legal [please give brief details of specific area of expertise]	X				
Premises and facilities management Having worked for the BIFM (Membership Admin Role) I learnt from this body and took it onto other workplaces.		X			
Please give brief details of particular local interest / knowledge					
Planning Willing to learn. Basic knowledge of personal works to what is involved on the process.	X				
Youth work Through my childhood I was involved in the Guiding and Scout movement from Brownies right through to Venture Scouts. Serving on the committee for our local Venture Scout branch. Having worked for a period with the 1 st Melbourn Brownies. Timescale 2 years. A member of the Playschool Committee.			X		
Conservation Having moved to the village just over 10 years ago for it being a rural village with charm of thatched and old houses. Very similar (though bigger) to my childhood village. Having an interest in keeping that too.	X				
Volunteering 1 st Melbourn Brownies			X		
Please give details of any particular area/s of the Parish Council where you feel you would benefit from addition support or training					
All areas	X				
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:					
Selflessness : you should act in the public interest Through the recent campaign for the Parish Council elections I promoted others as they stood with the same values as myself. It was important that the public was aware that we had the same opinion of the old council and that we wanted to bring a fresh approach. By helping to work as a team to achieve this. Putting myself forward for additional weekend work when planning my Wedding as my Boss was diagnosed with a serious illness. Only scheduled to work one in four Saturdays I only had four off in a 7 month period. I didn't think twice as wanted to help and take the pressure off.					

Skills Audit.doc

12

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

Using initiative to take work home to make the working environment run easier in conjunction to doing so. This wasn't paid or asked for.

Objectivity : you should act impartially, fairly and on merit

Working locally in retail I have often served friends and acquaintances. However I have been able to keep detached and professional through the process from first contact to after sales care. No special preferences have been made.

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

Through working with database and customer log sheets this has had a full account of the job in hand. Dates and Times, length of conversation and Names of anyone involved whether it was Customer or Supplier.

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

Never selling an inappropriate product even if it was what the customer was really wanting. Explaining that an alternative would be suitable, even if this meant a loss in sales or profit. On occasion of complaint/manufacturing fault following process and reporting to supplier and customer alike.

Honesty : you should always be truthful

Having been a key holder to the premises of all of my work places due to the nature of my roles.

Having worked in retail I have been honest in the product even if it would have meant for a bigger profit! Always advised on what was right for the job/location/environment it was intended.

Always the first one to ask a question if I don't understand.

Whilst canvassing I was asked numerous questions, I responded with honesty.

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

Through my working roles I have had to train and or support my colleagues and have been happy to flag if their procedures are not up to scratch or appropriate.

A strong believer in leading by example.

MELBOURN PARISH COUNCIL

Name : Jane Shepherd

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No
(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)	
Are you on the electoral register for Melbourn?	Yes / No
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes / No
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	Yes / No

DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	Yes / No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by Order of a Court from being a member of a local authority?	Yes / No

26th September 2016

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

Dear Sarah,

Re: Vacancies For Councillors

I refer to your website notice requesting applications for Councillor vacancies created by the resignations earlier in the year. I would be pleased if the re-formed Parish Council could consider me as an applicant, subject to a review of my suitability for this public office. Below is a brief summary of my past experience to assist with this process.

I am a graduate Chemist, later admitted as a Fellow of the Royal Society of Chemistry.

Most of my professional working life was spent in the supply side of the pharmaceutical industry, divided between four American multi-national companies, and ending with Pfizer. My time with Pfizer was spent first as Production Operations Manager for their South Wales plant, and subsequently as European Director of Quality Assurance for their Healthcare Division.

On retiring from the pharmaceutical industry I worked part time for Abbeyfield in South Wales, a large Care Homes organisation, helping to install improved HR systems and auditing individual care homes for compliance to CQC standards.

My wife and I moved to Melbourn in 2007 to join our daughter and her family who were already living in the village, and have tried to make some significant contributions to the life of Melbourn during the intervening time. I currently support the Primary School by joining year 5 and 6 classes to assist as a volunteer with maths and literacy. With financial support and approval from the Parish Council, Lynn and I sourced and installed the flower tubs at the centre of the village. We have planted and maintained these since 2011.

In past years I have been involved with two major community projects:

Firstly, in 2009 the Parish Council made an appeal for a volunteer-based working party to develop a Village Plan. I was elected as chair of this team, working for just over two years leading up to the approval of the Village Plan report by both the Parish Council and South Cambridgeshire District Council, to whom the report was formally presented. The team was sponsored by the Parish Council, but was made up largely of lay residents. It was a consultative exercise covering every household in Melbourn, achieving an approximately 65% response rate using a volunteer team of nearly 80 people. Data was professionally analysed prior to publication. The final report, copied to every house, contained more than 50 recommendations on possible improvements to village life, a good number of which have subsequently been implemented.

14

Secondly, and an issue on which the above Village Plan report commented, was the need to establish a central meeting point or 'village hall' for Melbourn. In this respect the development of the Melbourn Community Hub broadly satisfies resident aspirations. Hence, at the beginning of 2012, shortly after the reporting of the Village Plan project, I was asked by the then Parish Council to chair a new team to lead the development of the Community Hub as a working entity. The group, a mixture of Parish Councillors and suitably skilled persons, was drawn from the village, with the mission of preparing for and implementing the start up and opening of the facility. This included specifying the organisation, recruitment and staffing, creation of a business plan, writing operating procedures and job descriptions, outlining safety arrangements, publicity, cash management and purchase of some of the internal systems and equipment. I resigned my project management role shortly after the Community Hub opened to the public in February 2014.

To summarise, I have a reasonable combination of professional and management experience, coupled with a past history of support for, and detailed knowledge of, Melbourn Village. I would very much like to contribute this for the public good as a Parish Councillor.

Yours sincerely,

John Travis

15

MELBOURN PARISH COUNCIL

Name : John William Travis

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council			✓		
Local government	✓				
Civil service	✓				
Professional skills					
Experience of chairing board / committee meetings					✓
Experience of professional leadership					✓
Financial planning / management			✓		
Mediation			✓		
IT		✓			
Strategic planning		✓			
Training Received (please give brief details of specific area of training)					
<i>Chemistry Graduate; Extensive Management Training</i>					
Skills that may be useful on Parish Council Committees					
Financial planning / management		✓			
Procurement / tenders		✓			
Health and Safety			✓		
Insurance	✓				
Pensions	✓				
HR			✓		
Legal (please give brief details of specific area of expertise)	✓				
Nothing Specific					
Premises and facilities management					
<i>Have been Company Secretary for a Property Management Company</i>					
Please give brief details of particular local interest / knowledge					
Planning					
<i>As chair of the team, researched and delivered the Melbourn Village Plan. As chair of the management team, created the present Management Company, board structure and delivered the staff, organisation and systems up to the opening date of the Melbourn Community Hub.</i>					
Youth work					
<i>I am DBS accredited and work every week as a classroom support volunteer on SATS Maths and Literacy with years 5 and 6 at Melbourn Primary School.</i>					
Conservation					
<i>Provision and maintenance of Flower Tubs at village centre since 2011</i>					
<i>Researched village conservation issues as part of the Village Plan project.</i>					

Skills Audit.doc

Volunteering						
Present: <i>Melbourn Primary School - Classroom Support</i>						
2009 – 2012: <i>Chair of Melbourn Village Plan project</i>						
2012 – 2014: <i>Chair of Melbourn Community Hub Management project</i>						
Please give details of any particular area/s of the Parish Council where you feel you would benefit from addition support or training						
<ul style="list-style-type: none"> ➤ Training on the formal duties/responsibilities of Parish Councillors ➤ A better understanding of the relationship between the Parish Council and the Local Authority (SCDC). 						
There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples:						
Selflessness : you should act in the public interest <i>In the past I have worked as a volunteer for the Care industry and again in Melbourn since living here. In Melbourn, during the time I was deeply involved in village projects, I worked (almost full time for several years) to deliver results that were in the public interest.</i>						
Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates <i>As part of my past responsibilities as a line manager I would chair and participate in Grievance and Disciplinary panel hearings with members of staff within the organisation, and with Union representatives. This required sensitivity and personal knowledge of individuals, but also a professional distance from those involved at all levels.</i>						
Objectivity : you should act impartially, fairly and on merit <i>As part of my past responsibilities as a line manager I would chair and participate in Job Evaluation panels for new and changed positions within the organisation. Outcomes would alter both status and compensation packages for those individuals involved. To do this it is necessary to be completely objective and fair to all those affected, including colleagues working alongside those whose jobs might change.</i>						
Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability <i>As chair of the Melbourn Village Plan I was placed in a position of Public Scrutiny. This took the form of both public meetings and countless visits and interactions with individuals and groups contributing to the outcome. The report was published and sent to all households in the community and carried the names of all the steering committee as co-authors, along with mine as chairman!</i>						
Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure <i>During my time working for Abbeyfield Care Homes I provided a mentoring and auditing service to all the Homes in South Wales. These are staffed with a mixture of paid staff and volunteers who are proud and want to do their best. Visits also involved interaction with most of the elderly clients. Achieving positive outcomes from pre-audits and audits required openness to the concerns, the courage to criticise and non-disclosure of sensitive personal information where appropriate.</i>						
Honesty : you should always be truthful <i>Working in a senior role with the pharmaceutical supply industry carries formal and legal obligations. Decisions, for example on the saleability of stock with possible (but not certain) quality concerns, requires a level of honesty and integrity that is hard to match. Many examples if you want them.</i>						
Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour <i>Past line management responsibilities demanded exactly these competencies. Also, during my involvement with the Abbeyfield Care Homes the auditing process had precisely these objectives.</i>						

updated

MELBOURN PARISH COUNCIL

Name : John William Travis

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

(To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes
Are you 18 or over?	Yes
(To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor)	
Are you on the electoral register for Melbourn?	Yes
Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year?	Yes
Have you been the owner or tenant of land in the Parish of Melbourn for at least a year?	Yes
Have you had your only or main place of work in the Parish of Melbourn for at least a year?	N/A

DISQUALIFICATIONS

(To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor)

Are you the subject of a Bankruptcy Restrictions Order or Interim Order?	No
Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by Order of a Court from being a member of a local authority?	No

APPENDIX C

