

**MELBOURN PARISH COUNCIL  
MINUTES**

**Minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> June 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.**

**Present: Cllrs Norman (Chair), Siva (Vice Chair) Cross, Hales, Hart, Kilmurray, Porter, Regan, Sherwen and Travis.**

**In attendance: The Clerk, Mr Simon Holmes, Principal of Melbourn Village College and approximately 10 members of the public.**

**PC24/17 To receive any apologies for absence**

Cllr Gatward for personal reasons

**PC25//17 To receive any Declarations of Interest and Dispensations**

- a) **To receive declarations of interest from councillors on items on the agenda**  
PC30/17 Cllr Cross, Hales, Kilmurray, Porter and Travis for Director of Hub Management Group. PC29/17 Cllr Hales as Governor of Melbourn Village College
- b) **To receive written requests for dispensations for disclosable pecuniary interests (if any). There was nothing to report**
- c) **To grant any requests for dispensation as appropriate**

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

**PC26/17 To approve the minutes of the Parish Council Meeting 22<sup>nd</sup> May 2017**

There were two typos – PC5/17 – 4<sup>th</sup> bullet point down should read Cemeteries and Conservation not Conversation. PC5/17 B) To dissolve Conservation Committee not Conversation Committee.

**IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HALES TO ACCEPT THE MINUTES WITH THE AMENDED TYPOS. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC27/17 To report back on the minutes of the Parish Council Meeting 22<sup>nd</sup> May 2017**

The Clerk stated minutes were sent to Mr Mulcock in relation to PC11/17 of Public Participation. Mr Mulcock was present at the meeting and there appeared to be some matters outstanding which he brought to the Council's attention.

PC11/17 Cllr Hart stated she had nominated herself to be a member of the Rail User Group and informed County Cllr van de Ven.

PC15/17 The redacted minutes from the Hub 2012 have now been released into the public domain.

PC20/17 The fire safe is an agenda item for discussion this evening

**PC28/17 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.**

Dr Atkins, Melbourn Dynamos Football Club Secretary, raised concerns relating to PC29/17 and read out some questions to Mr Holmes:

Mr Mulcock stated whilst discussing the location of the fire safe in the workshop last week one of the Directors of The Hub commented that the defibrillator had been removed and will the Parish Council

be donating a new defibrillator to The Hub.

Mr Mulcock stated his query under PC11/17 was in relation to information received from CAPALC to The Clerk at the time relating to Councillors who are Hub Directors not participating in the Parish Council Meetings. Mr Mulcock said he would email The Clerk.

Mr Forbes asked how the asset figures in the Annual Return had been calculated. **ACTION: THE CLERK TO FIND OUT FROM THE INTERNAL AUDITOR.**

**PC29/17 Simon Holmes, Principal from Melbourn Village College to discuss plans to erect a fence around the school property in order to safeguard college students and reduce anti-social behaviour on college grounds in the evenings and weekends**

Mr Simon Holmes, Principal from Melbourn Village College explained the school's plans to erect an 8ft green ringed fence around the following areas:

- From Vicarage Close gate along the hedge
- From the hedge joining up with the existing fence of the tennis courts
- From the tennis court leading to around the existing car park

This was a requirement of an Ofsted inspection back in 2013 and as the school has available funding this will be completed during the summer holiday period in 2017. Mr Holmes explained the reasons to erect the fencing is a safeguarding issue which will limit the number of access points the Village College has and reduce ways students are able to go in and out of the premises.

There will be a gate at the main entrance and a gate at the rear which will be opened from 7am in the morning and be closed at 9am. The gate will then open again at 3pm and the closing time will need to be discussed further with the possibility of extending this to being closed when the sports centre locks up at 10pm.

Mr Holmes thanked Dr Atkins for bringing his concerns to his attention and he will address these separately from the meeting.

**PC30/17 To decide whether to move the two fire safes containing Parish Council Cemetery Records, Francis Almshouses and History Group documentation from Melbourn Community Hub to a different location, if so, to where**

At the last meeting the Council was asked to consider moving the 2 fire safes that contain the Parish Cemetery records and documents relating to the Almshouses, and History Group documents respectively to the workshop in the car park. However, a number of concerns were raised until people had had a chance to see the current location and the workshop. Also it was suggested that possible alternative sites for the safe should be considered.

Cllr Gatward asked that situating the safes in the entrance lobby to the Hub be considered. This was done and the conclusion was that this is not a practical option. People were reassured that the workshop is not damp, is kept warm and from a fire point of view it is actually more likely that the fire safes would survive a fire with the contents undamaged. The Village Warden is happy that there is room in the workshop

The Chair read out an email from Mrs Meliniotis:

*Speaking as the Chairman of the Almshouses I don't have a problem with our few documents being stored across the road. I know they are still in your office which is not convenient for you so in the storage facility would be better all round.*

*Regards  
Brenda*

**IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR SIVA TO MOVE THE TWO FIRE SAFES TO THE WORKSHOP LOCATED ON THE CAR PARK. CLLR NORMAN/REGAN AND SHERWEN WERE IN FAVOUR. CLLRS CROSS/HALES/KILMURRAY/PORTER/TRAVIS ABSTAINED THIS WAS CARRIED**

**ACTION: THE CLERK TO ARRANGE THE MOVING OF THE 2 FIRE SAFES AND ARRANGE COPYING OF THE CEMETERY DOCUMENTATION AND THE MOVING OF ALL DOCUMENTS. THE CLERK TO GIVE MEMBERS OF THE PUBLIC ACCESS TO THE DOCUMENTATION AS AND WHEN REQUIRED.**

The Chair explained that at the last meeting there had been a further question relating to whether the records of the Alms Houses and History Society are/should be covered by the Council's insurance policy. The Chair read out a response from the Parish Council's insurance company.

*With regard to the records kept for other groups; the Parish Council will need to possess what is known as the insurable interest in them in order for the Aviva policy to provide cover. To achieve insurable interest the Parish Council will need to agree to be the entity that would be responsible for meeting the cost of reproducing the records in the event they are stolen, damaged or destroyed.*

*If the Parish Council is not prepared to accept this risk the group should look to arrange their own policy. We will be very happy to offer them a no obligation quotation.'*

**ACTION: THE CLERK TO PLACE THIS ITEM ON THE NEXT PARISH COUNCIL AGENDA 26<sup>TH</sup> JUNE 2017**

**PC31/17 To agree a co-option process**

The Chair stated that South Cambs District Council has confirmed that no person has requested an election so the Council can move onto Co-option to fill its three vacancies.

The Chair reminded members the Parish Council has a Policy and Procedure for co-option which the Council adopted on 6 February 2017 and this makes it clear that the Parish Council will consider the skills of applicants, so that the Council can make sure as a whole they have all the skills they need.

The Chair asked members what skills the Parish Council are looking for in this round of co-option: Members felt it would be helpful if applicants:

- are financially qualified
- have legal experience

The Chair asked members how the Parish Council can encourage members of the public to come forward and it was felt that a drop in session should be arranged to give members of the public a chance to ask questions.

**ACTION: THE CLERK TO CONFIRM HOW QUICKLY THE CO-OPTION PROCESS HAS TO BE ADDRESSED, AND ORGANISE A DROP IN SESSION TO PROMOTE THIS AROUND THE**

## **VILLAGE/WEBSITE AND FACEBOOK.**

### **PC32/17 To receive the Management Balance Sheet for year-end 31<sup>st</sup> March 2017**

The Clerk presented **Appendix A** Management Balance Sheet and explained the figures are relating to the precept from 2016/2017.

Cash in hand at the bank on 31<sup>st</sup> March 2017 was £154,476.71

- £44,425.11 creditors

+ £5341.72 VAT Recoverable

+ £313.66 Debtors

#### **Total of £115,706.98 NET ASSETS**

The Clerk explained the headings at the bottom (General reserves, etc) don't quite match the language the Parish Council has used previously and stated this is what the auditors expect to see and so the Parish Council will tweak the language that the Council has used in the Precept and Reserves Policy to bring it in line.

The Clerk informed members that the auditors will be looking for a minimum of 25% running costs under the General Reserves heading i.e. £51,500 in order to give the Council a clean bill of health. The Clerk was pleased to announce the Council has achieved this by having such tight control of the budget for the last Financial Year.

The Clerk explained that rather than 'earmarked reserves for maintenance', the Council has Asset Management and what the Council has been told is that the auditors only want to see money which is ring-fenced for replacement of assets. The Clerk clarified that the Asset Register will make clear the expected life of assets and the money in this fund will be used to replace them and that maintenance of Assets comes out of the Precept not reserves.

The Clerk highlighted to members that the Council should also have an Election cost allowance in this section but the Council has currently allocated this out of the Precept. The Clerk commented that the other allocated funds should be self-explanatory.

#### **IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HART TO ACCEPT THE MANAGEMENT BALANCE SHEET. ALL WERE IN FAVOUR THIS WAS CARRIED.**

### **PC33/17 To approve and sign the Annual Return Form year ending 31<sup>st</sup> March 2017 including the Annual Governance Statement for 2016/2017 – Appendix B**

The Chair explained about the Annual Governance Statement and that it is the Council signing to say that they have a sound system of internal control including the preparation of the accounting system. The Chair explained the Governance Working Party has gone through all processes to make sure the Council is working correctly. The Chair informed members the internal Auditor is visiting on Thursday 15<sup>th</sup> June 2017 when she will make her year-end visit and the Council will be able to see from her report whether there are any issues that still need to be addressed.

The Chair went on to say the Council will need to publicise the fact that the accounts are available for public inspection as set out in Council Accounts "A Guide to your rights" and if any local elector has

concerns about the accounts they have the right to ask questions to the external auditor.

The Accounting Statement is the information extracted from the Management Balance Sheet for the previous and current financial years.

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILLMURRAY TO ACCEPT THE ANNUAL GOVERNANCE STATEMENT 2016/2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR REGAN TO ACCEPT THE ACCOUNTING STATEMENTS FOR 2016/2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC34/17 To agree the yearly meeting schedule for 2017/2018**

The Clerk presented **Appendix C** and explained in this civic year the Council are not intending to have weekly meetings. There will be no Parish Council meeting in August or December 2017 which will bring Melbourn in line with other Councils.

**IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR KILLMURRAY TO ACCEPT THE ANNUAL CALENDAR FOR 2017/2018 AS DRAFTED. ALL WERE IN FAVOUR, THIS WAS CARRIED.**

**PC35/17 To agree a change of agenda item from Correspondence to The Clerk's report**

The Clerk explained that going forward this item will include correspondence received and this would bring the Council in line with the way other Councils work. It would give the Clerk the opportunity to inform the public about certain work completed in the Parish Office that currently is difficult to link with other agenda items.

**IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR REGAN TO AGREE A CHANGE OF AGENDA ITEM TO THE CLERK'S REPORT. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

**PC36/17 Correspondence:  
a) MPC response to Jocelyn Robson. Appendix D**

The Chair then closed public session at 8.31pm

**PC37/17 Staffing Matters – HR Panel (HELD IN CAMERA)**

**IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HART TO COME OUT OF CAMERA. ALL WERE IN FAVOUR, THIS WAS CARRIED,**

The Chair closed the meeting at 9.33pm

## APPENDIX A

# Management Balance Sheet

31/03/16 £			31/03/17 £
	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
0.00	Investments	0.00	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
29,673.35	VAT Recoverable	5,341.72	
2,758.20	Debtors	313.66	
3,799.21	Payment in Advance	0.00	
215,697.98	Cash in Hand & at Bank	154,476.71	
251,928.74	TOTAL CURRENT ASSETS		160,132.09
251,928.74	TOTAL ASSETS		160,132.09
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
40,395.40	Creditors	44,425.11	
0.00	Receipts in Advance	0.00	
40,395.40	TOTAL CURRENT LIABILITIES		44,425.11
211,533.34	TOTAL ASSETS LESS CURRENT LIABILITIES		115,706.98
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
211,533.34	NET ASSETS		115,706.98
	Represented by		
	General Reserves		82,302.65
	Asset Management		15,000.00
	Martin's Charity		21.56
	Section 106		7,996.96
	MAYD 01/09/15 Camb. B.Soc bal.		9,167.20
	Celebrating Ages		1,218.61
			<b>115,706.98</b>

**The above figures do not include the 2017 / 2018 precept. £102856.50 was received on 21st April 2017. The other half of the precept will be received in October 2017.**

Signed

Chairman

Responsible Financial Officer

Date

AUDIT OPINION

## APPENDIX B



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

MEIBOURN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

MEUBOURN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	355,808	211,533	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	190,211	195,917	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	295,258	129,646	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	72,922	75,749	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	39,597	46,240	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	57,225	249,401	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,533	115,707	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	215,698	154,477	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,022,610	2,022,610	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	839,039	888,380	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/do not certify\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.			
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PRINT NAME

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

## APPENDIX C

## Melbourn Parish Council Meeting's

	Start Time	Meeting	Start Time	Meeting
Tuesday 2nd May 2017	7.15pm	Parish Council Meeting		
8th May 2017	7.15pm	Annual Parish Meeting		
15th May 2017		No Meeting		
22nd May 2017	7.15pm	Annual Parish Council Meeting and Parish Council Meeting		
29th May 2017		No Meeting		
5th June 2017	7.30pm	Parish Council Meeting	9.30pm	Planning
12th June 2017		No Meeting		No Meeting
19th June 2017		No Meeting		No Meeting
26th June 2017	7.30pm	Parish Council Meeting	9.30pm	Planning if required
3rd July 2017		No Meeting		No Meeting
10th July 2017	7.30pm	Finance & Good Governance	9.30pm	Planning
17th July 2017		No Meeting		No Meeting
24th July 2017	7.30pm	Parish Council Meeting	9.30pm	Planning if required
31st July 2017		No Meeting		No Meeting
7th August 2017		No Meeting		No Meeting
14th August 2017	7.30pm	Planning if required		
21st August 2017		No Meeting		No Meeting
28th August 2017		No Meeting		No Meeting
4th September 2017	7.30pm	Planning		
11th September 2017		No Meeting		No Meeting
18th September 2017		No Meeting		No Meeting
25th September 2017	7.30pm	Parish Council Meeting	9.30pm	Planning if required
2nd October 2017		No Meeting		No Meeting
9th October 2017	7.30pm	Finance & Good Governance	9.30pm	Planning
16th October 2017		No Meeting		No Meeting
23rd October 2017	7.30pm	Parish Council Meeting	9.30pm	Planning if required
30th October 2017		No Meeting		No Meeting
6th November 2017		No Meeting		No Meeting
13th November 2017	7.30pm	Planning		
20th November 2017		No Meeting		No Meeting
27th November 2017	7.30pm	Parish Council Meeting	9.30pm	Planning if required
4th December 2017		No Meeting		No Meeting
11th December 2017	7.30pm	Finance & Good Governance	9.30pm	Planning
18th December 2017		No Meeting		No Meeting
25th December 2017		No Meeting		No Meeting
1st January 2018		No Meeting		No Meeting
8th January 2018	7.30pm	Finance & Good Governance	9.30pm	Planning
15th January 2018		No Meeting		No Meeting
22nd January 2018	7.30pm	Parish Council Meeting	9.30pm	Planning if required
29th January 2018		No Meeting		No Meeting
5th February 2018		No Meeting		No Meeting
12th February 2018	7.30pm	Planning		
19th February 2018		No Meeting		No Meeting
26th February 2018	7.30pm	Parish Council Meeting	9.30pm	Planning if required
5th March 2018		No Meeting		No Meeting
12th March 2018	7.30pm	Finance & Good Governance	9.30pm	Planning
19th March 2018		No Meeting		No Meeting
26th March 2018	7.30pm	Parish Council Meeting	9.30pm	Planning if required
2nd April 2018		No Meeting		No Meeting
9th April 2018	7.30pm	Planning		
16th April 2018		No Meeting		No Meeting
23rd April 2018	7.30pm	Parish Council Meeting	9.30pm	Planning if required
30th April 2018		No Meeting		No Meeting

*Meeting start times will be subject to review.*

*Check the noticeboard and website prior to each meeting*



## APPENDIX D

# MELBOURN PARISH COUNCIL

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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>

Please note: New Parish Office opening hours:  
**Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm**  
Alternatively, please call to arrange an appointment.

---

23<sup>rd</sup> May 2017

## BY POST AND EMAIL

Dear Ms Robson

Thank you for your letter of 24 April 2017.

I included in my response of 21 February the evidence that the amount of the loan corresponded to the purchase price of the Hub building and costs associated with its purchase. Notwithstanding that evidence, you allege that "Whoever entered into the [PWLB] agreement did so knowing that they were going to fail to abide by the lender's terms whereby the funds were only for the purchase of the Hub building itself."

Any loan application from the Parish Council to the PWLB is submitted through the Cambridgeshire and Peterborough Association of Local Authorities (CAPALC). Before sending on the paperwork, CAPALC has to satisfy itself that the Parish Council has a supported case for the work to be funded by the loan and that proper procedures have been followed.

As I explained in my letter of 21 February, there is not a complete set of documentation in the Parish Office. Therefore the Clerk asked CAPALC for a copy of the documentation which was sent forward by that organisation. It is attached to this response.

You will see that all the required documentation was submitted and due process had been followed.

The Clerk took the opportunity to seek advice from CAPALC on this continuing correspondence with you. The Council decisions leading up to the purchase and fitting out of the Hub were taken in 2012/13. This means that they were taken by a Council which was dissolved in May 2014. CAPALC has advised that, because these decisions were not taken by the current Council, it is not our responsibility to investigate that Council's actions. Your letter will not therefore be discussed by the current Council.

If you wish to make a complaint about the decisions made regarding the Hub by the Full Council of the time or individual Councillors, you should contact the Monitoring Officer at South Cambridgeshire District Council. If you believe your allegations are of a sufficiently serious nature, you should contact the police.

The Parish Council does have a duty to provide information relating to council activities outside the time of the current Council. This we have done. For clarification, all of your previous requests for information have been treated as requests under the Freedom of Information Act.

This response has been agreed with Councillors and CAPALC.

Yours sincerely

A handwritten signature in black ink that reads "Julie Norman". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Julie Norman  
Chair, Melbourn Parish Council



## Cambridgeshire & Peterborough Association of Local Councils

33 Stephenson Road  
St Ives, Cambs PE27 3WJ

Tel 01480 375629  
Web: [www.capalc.org.uk](http://www.capalc.org.uk)

15<sup>th</sup> May 2012

Nikki Hind  
Department for Communities and Local Government  
Capital Finance and Analysis Division  
Eland House, Floor 5 / J2  
Bressenden Place  
London  
SW1E 5DU

Dear Nikki

### **Melbourn Parish Council**

I have completed the standard NALC checklist and have no further comments to make regarding the above council's application for borrowing approval.

Yours sincerely

Ian Dewar  
County Executive Officer

Encl

## Borrowing Approval Application – County Association Checklist

To be completed before the Application Form, accompanying documents, explanatory letter from applicant council (if necessary) with covering letter from CALC is sent to:

Cliff Lambert, DCLG, Eland House Zone 5 / E2, Bressenden Place, London SW1E 5DU.

### Melbourn Parish Council

1.	Council exists, and narrative appears correct.	Yes
2.	Box 5. Purpose of Borrowing is clear. (this is used in the formal Approval letter)	Yes
3.	Box 6. Funding schedule is complete and clear.	Yes / No
4.	Budget etc papers enclosed or explanation provided in covering letter.	Yes / No
5.	Amount of Loan required.	£650,000
6.	Electorate per form Box 14, times £5.	£18,280
7.	Is Loan required more than result of £5 per elector calculation.	Yes
8.	Check completion of Part 17 of form: Date of full Council Resolution Signed by Chair of Council Name of Chair shown Signed by RFO Name of RFO shown	Yes Yes Yes Yes Yes

### CALC Actions required:

		Done Initials / Date
A.	Take and retain copy of all documents to be sent to DCLG. List: Form Covering letter from PC Budget ..... .....	ID 15/5/2012  ID 15/5/2012 ID 15/5/2012 ID 15/5/2012
B.	Letter to DCLG including "I have completed the standard NALC checklist and have no further comments to make."	ID 15/5/2012
C.	Acknowledgement of Form and advise Council of CALC action taken.	ID 15/5/2012

Reviewed and complete; ...Ian Dewar..... Date...15.../...05.../...2012.....  
CALC Checklist June 2005



## APPENDIX A

**///NALC**

### APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

<b>1. Name of Council</b>	Melbourn Parish Council
<b>2. Name of Clerk</b> <b>Working Address (Inc. Postcode)</b> <b>Telephone</b> <b>Email address</b>	Mr Peter Horley Melbourn Parish Council Melbourn Village college The Moor Melbourn Royston Herts SG8 6EF 01763 262494 parishclerk@melbournpc.co.uk
<b>3. Name of Chair</b> <b>Home Address (inc. Postcode)</b> <b>Telephone</b> <b>Email address</b>	Cllr Donald Mowatt 23 High Street Melbourn Royston Herts SG8 6ER 01763 268388 jdm51_2@hotmail.com
<b>4. District/Unitary Council area</b>	South Cambridgeshire District Council
<b>5. Purpose of Borrowing</b> Please give a brief description of the purpose for which funds are required and the amount(s) of finance involved:- a) Purchase of land/buildings b) Construction/building works c) Provision of other assets d) Provision of grant to another body e) Other - please specify	To provide in response to the village plan and consultation process with community, a Community Hub. This will provide a central social meeting point within the village and also provide links to key District and County Council services, CAB, Library Access Point, Parish Office, meeting rooms, Community Café, and act as a social drop in venue. Total cost - £900,000, this is the fully functioning building cost. Please see appendix 1
<b>6. Total Contract/Project Value</b> <u>Minus</u> Funding from Council's own resources Funding from other sources <u>Equals</u> Amount to be borrowed	£ 900,000 £ 250,000 £40,000 £ 650,000
<b>7. Is funding from other sources confirmed</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

8. Proposed Borrowing Source	PWLB
9. Intended Borrowing Term (please specify the number of years)	25
10. Current Borrowing Profile  Amount of borrowed funds for land purchase, building or construction works  Amount of borrowed funds for provision of other assets (eg plant and equipment, furniture, playground equipment and vehicles) or to finance grants	£ 0  £ 0
11. Details of Loans Outstanding  Date Taken Out  Amount Outstanding  Unexpired Term  Source	1 <sup>st</sup> loan    2 <sup>nd</sup> loan    3 <sup>rd</sup> loan    4 <sup>th</sup> loan  £            £            £            £
12. Please enclose: - Next Year's Budget - Report to Council recommending Application	If next year's budget is not available, please give reason here and attach a copy of current year's budget  Attached as appendix 2
13. Precept for current year	£ 190,309
14. Number of Electorate	3656
15. Value and purpose of all funds, capital/revenue reserves and balances currently held	£610,445

#### 16. Approval of Full Council

The above application was agreed by resolution of the full council on 23.04.12 (date), the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.

The Council undertakes to notify the Department for Communities and Local Government (DCLG), as soon as reasonably practicable, in the event:-

- of not exercising the approval, or,
- it finds that the original amount requested is greater than the actual borrowing need.

SIGNED.....Donald Mowatt..... DATE 10.05.2012  
(Chair of the Council)

NAME.....DONALD MOWATT.....

SIGNED.....[Signature]..... DATE 10.05.2012  
(Responsible Financial Officer)

NAME.....PETER HORLEY.....

#### Documents enclosed with this application:-

- Report to Council with recommendation and decision to apply for borrowing approval.
- Council Budget projection.
- Minutes of Council meeting



## Melbourn Community Centre/Hub

In 2009 the RSL (*Residential Social Landlord*) housing society *Hundred Houses* (HH) acquired the former police site at the centre of the village for redevelopment. Although the police authority owned the site, residents living there had not been informed that they were about to lose their accommodation and there was no indication that they would be rehoused in the village. On their behalf Melbourn Parish Council entered into extensive discussions with the developers HH, and have been assured that once the development is complete the former residents will be given the opportunity to return to the site.

The Council was also concerned that initial estimates from the society suggested as many as twenty dwellings could be built on the site. Whilst the Council would welcome twenty new dwellings, they were extremely concerned about the visual and environmental impact on the High Street.

During further discussions the Council persuaded the developers to agree to build a much-needed community building at the front of the site, which would also have the affect of reducing the number of houses built on the site to thirteen. The company also agreed that Melbourn Parish Council could purchase the Community Centre as well as the land at the front of the site on both sides of the entrance road, thus protecting it further.

As the position of the site comes under the restrictions of the conservation area, the design of the Community centre (now called the *Community Hub*) will be kept low and will be set back almost to the line of the current Police garage buildings. As such, the visual impact on this important area will be far less than would be, had the original proposed house building program gone ahead.

The need for a Community Hub was highlighted in the Melbourn Village Plan published in July 2010. From the feedback, 53% asked for a centrally placed library, café, information center and a central parish office were high on the list. To ensure residents were in favour of the build, in September 2011 the Parish Council took the unprecedented step to consult with the village on the specific question "*Do you think the village would benefit from a Community Centre/Hub*". This consultation took the form of an explanation of the history of the development and a description of what the Hub could provide. The form was hand delivered to every household in the village.

Eighty five per cent of respondents to the Community Hub consultation voiced a desire for a facility that could be met by a suitably designed and equipped Community Building.

In the consultation residents asked overwhelmingly for the Hub to provide a café, a place where local information is easily accessible, new premises for the local library (the current library known as a LAP, loses its present site in 2013 due to Cambridgeshire County Council changes at MVC), access to the internet, an area where people, young and old alike could meet for a chat and space for local artistic exhibitions to be displayed.

The developers and Melbourn Parish Council also held a Public Consultation on the 1st November 2011, which saw a good turnout of residents. Positive and useful feedback on the design was recorded.

The Parish Council has taken all the suggestions on board and strived with many redesigns of the interior requirements, in order to provide the most practical and aesthetically pleasing use of space. The building design also allows for the Parish Council office to be housed on the first floor with disabled access taken into consideration at all points, ensuring all village enquiries and information will now be central to the whole village.

It has become one of the most exciting projects the village has experienced in many years, one that will benefit everyone in the village and we are certain of its success.

The community café, started out to be a simple 'coffee stop'. However, following extensive research and discussions with residents, has now the potential to offer lunchtime snacks and an afternoon tearoom! All modern kitchen equipment has been accounted for in the budget to provide cakes and rolls/sandwiches and soup etc.

Small meeting rooms will be available for the use by local groups including the photographic, history and gardening clubs. Outside groups have also expressed an interest to offer their services locally these include the Citizen's Advice Bureau, Outreach sessions from departments within SCDC (*South Cambs District Council*); Housing, Revenues and Benefits, Customer service and Planning, Environmental services and the County Council Youth Services. Melbourn Parish Council stresses however, that this building will not be a Village Hall for hire for public parties etc. We are fortunate that we already have premises that cater for such needs in the village. The Hub is intended solely for the benefit of social interaction, communication and information access within the village.

The building will have CCTV throughout, inside and outside.

The provision of a zebra crossing near the HUB would greatly improve road safety in the High Street, by giving school children, Primary school and Village College students a safe crossing area. CCC (*Cambridgeshire County Council*) has said they will not fund such a proposal, but have agreed that the Parish Council could pay for it to be installed. As the Zebra crossing will become an integral part of road safety for youngsters and elderly alike, the Parish Council feel this will be an expense they should pay for.

The HUB will be a not-for-profit establishment and any surplus will be put back into the building or for community use. A Charitable trust will be set up to oversee the running of the Hub.

The Parish Council is also very keen to keep the running costs of this building as low as possible and all environmentally conservative possibilities have been explored. The use of solar panels has been considered and although since the concept of the building, government grants have been cut, they are still actively exploring their use.

The original estimate for the building was £504,000 this was for the shell of the HUB. The final cost of the building with additional services requested as a result of public consultation, is set to be approximately £663,168. Additional expenditure of £188,095 gives a total of £851,263. An additional £48,737 has been included as a precautionary contingency amount.

The Parish Council has already earmarked £250,000 from monies ring fenced for this type of project.

The Parish Council has formed a Community Hub Committee, which is overseeing aspects of consultation, funding, building/community customer requirements as well as sourcing internal features of the building.

The charitable trust previously mentioned and known as a *Holding trust*, is made up of 5 parish councilors and 5 residents. They will oversee the creation of the charity, employment, voluntary aspects and consultation with users.

The Parish Council in association with Cpaic and Cambridge Acre has striven to ensure full transparency of the process and consultation, resulting in praise of Melbourn Parish Council for its procedures, from these two bodies.

# Consolidated Balance Sheet

31/03/11  
£

31/03/12  
£

	Long Term assets	
0	Investments	0
0	Long Term Debts	0
0	<b>TOTAL LONG TERM ASSETS</b>	<b>0</b>
	Current assets	
0	Investments	0
0	Loans Made	0
0	Investments	0
0	Stocks	0
2,188	VAT Recoverable	1,964
0	Debtors	0
0	Payment In Advance	0
607,791	Cash In Hand at Bank	608,480
609,979	<b>TOTAL CURRENT ASSETS</b>	<b>610,445</b>
609,979	<b>TOTAL ASSETS</b>	<b>610,445</b>
	Current liabilities	
0	Loans Received	0
0	Temporary Borrowing	0
0	VAT Payable	0
840	Creditors	0
0	Receipts In Advance	0
840	<b>TOTAL CURRENT LIABILITIES</b>	<b>0</b>
609,139	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>610,445</b>
0	Long Term Borrowing	0
0	Deferred Liabilities	0
0	Deferred Credits	0
0		0
609,139	<b>NET ASSETS</b>	<b>610,445</b>
	Represented by	
534,919	General Fund	536,225
0	Open Spaces	0
720	Martin's Charity	720
73,500	New Cemetery	73,500
609,139		<b>610,445</b>

Signed \_\_\_\_\_  
Chairman  
Date \_\_\_\_\_  
AUDIT OPINION

Responsible Financial Officer

## Appendix 1

1. The Parish Council is purchasing the Community Hub/Centre once built, from Hundred Houses (RSL), the purchase price includes the land as well as the building. The price quoted is £663,168 this sum is arrived at by the following;
  - 1.1. Measured works - £483,823
  - 1.2. Shared costs - £69,060
  - 1.3. Building Contractor Contingency £27,645
  - 1.4. Inflationary rate 0.5% - £2,903
  - 1.5. Public art - £5,569
  - 1.6. Melbourn PC proportion of on-costs - £50,366
  - 1.7. Melbourn PC proportion of land costs - £23,802
  - 1.8. Subtotal - £663,168
2. Further costs attributed to the provision of the Community Hub total £188,095 this includes ancillary equipment and fittings that are not included in the purchases price above. Subtotal £851,263.
3. A further £48,737 is allocated as a contingency sum.
4. The final total is £900,000
5. The Parish Council has £250,000 set aside for this project this reduces the amount to be borrowed to £650,000

## MELBOURN PARISH COUNCIL MINUTES

Draft Minutes subject to formal ratification at the next Parish Council Meeting

### **CONFIDENTIAL: THESE MINUTES MUST NOT BE SHARED WITH ANYONE WHO IS NOT ON MELBOURN PARISH COUNCIL.**

Minutes of a Parish Council Meeting held on Monday, 23<sup>rd</sup> April, 2012 at All Saints Community Hall at 7.15pm.

Present: Cllrs. D. Mowatt (Chairman), A. Brett, R. Gatward, J. Hales, M. Sherwen, P. Simmonett, C. Stead, I. Bloomfield, M. Linnette, V. Barrett, M. Townsend, A. Mulcock, K. Crosby, R. Wakerley, and J. Poley

In attendance: The Clerk, CCllr S. van de Ven

818/11 Apologies for absence: None

#### 819/11 Declarations of Interest:

Cllrs Mowatt and Brett declared a Personal interest in 824/11 as they live on the High Street. Cllrs Bloomfield and Wakerley declared a Personal and Prejudicial interest in 827/11 as cheque recipients for people known or working for them.

#### 820/11 Minutes of the meeting held on 26<sup>th</sup> March, 2012:

It was proposed by Cllr Gatward and seconded by Cllr Sherwen that the minutes of 26<sup>th</sup> March, 2012 be signed as a true record. This was carried.

#### 821/11 Matters arising:

1. 756/11: Cllr Gatward enquired about Bon and the power supply adj to the Sports and Social Club. The Clerk reported that the power supply was for the basketball court only. However, the Clerk has received a letter today from Bon saying that they believe there is a technical fault with the electricity meter and the Clerk will be contacting them about this to arrange an on-site visit.
2. 760/11: Cllr Mulcock enquired about progress on removing the asbestos from Stockbridge Meadows. The Clerk reported that he will be contacting companies shortly to arrange a site visit and a time for any identified pockets of asbestos to be cleared.
3. 763/11: Cllr Sherwen asked about progress on ordering the projector. Cllr Hales reported that this still needed to be done.

**ACTION:** The Clerk, Cllr Hales

#### 822/11 To receive a report from C. Cllr van de Ven:

Melbourn Parish Council      April 23<sup>rd</sup>, 2012      County Councillor Report

Track between Hale Close and Armingford Crescent meeting with County officer: This takes place April 24<sup>th</sup>, 4-6, Vicarage Close Community Room. I understand that many residents are concerned that there is an ulterior motive on the part of the county council in clearing this track. My clear understanding from discussing extensively with John Macmillan and double checking with his boss David Nuttycombe is that this is about the county council not losing the legal rights to the access track, having neglected it for a dangerously long time. The track is the only access to county farm land that the county actually owns; the

farm access that has actually been used for years is only a right-of-way over someone else's private land. As a land-owner, the county council has been somewhat negligent in managing its own access arrangements and needs to get this sorted. Both district and county are reviewing all of their assets and this is part of that exercise.

I have picked up no signals whatsoever about housing development or any other big changes on the massive county-owned parcel of land to which the track adjoins, and indeed have had assurances to this effect from both John and David Nuttycombe. That isn't to say that nothing will ever happen in the future; but this is the best honest reading I can give at this point in time. Maybe it is worth adding that the county council, had it the inclination and resource to communicate with Melbourn residents and elected representatives in advance of its rough-shod style approach to clearing the track back in February, might have saved themselves much time and aggravation in the aftermath – all of the precious officer time now being spent on explaining things to us is being paid for by – us, the tax payer! An unfortunate exercise all round.

**Guided Bus e-disclosure post:** The County Council is looking to create an officer position specifically to deal with e-disclosures in the run-up to its contractual dispute with Bam Nutall, at which £58 million overspend on the Guided Bus is at stake. The cost of the post is £178K. Melbourn's 128 bus will lose its £64k subsidy in 2013.

*C.Cllr van de Ven expressed her disquiet about the position over the guided bus. She also feared for the future financing of the No128.*

**Minor Highways improvement schemes grants:** This is a bit of a shambles at the moment, and has been very badly conceived and managed. The pot of available funds is very small and big expectations must now be met. South Cambs alone has 80 bids from 57 parishes and a weeding out process is taking place. The process is suffering even from difficulty in finding a time for the panel to meet to make its decisions. We await further news.

*C.Cllr van de Ven expressed her concern about the delay and administrative mess that this scheme was in. Cllr Hales expressed his disappointment and anger at the lack of progress given the time and effort which went into preparing Melbourn's bid. C.Cllr van de Ven was a little more optimistic about Melbourn's chances given the detailed preparation which had gone into the bid, unlike many others.*

**Meldreth Station Gardening:** We will be refreshing the gardens and tubs, with help from FCC officers, on June 1<sup>st</sup>, 11AM onwards, and having a picnic in the middle. All welcome. FCC have donated some wormeries to us for distribution to local schools and two have gone to Melbourn Primary and Playgroup. *C.Cllr van de Ven called for more volunteers.*

**Disabled Access Campaign for Melbourn-side of the station:** I've now met with Meldreth Manor School to brainstorm on this project which we will be pursuing in earnest this coming year, in the build-up to the franchise change (for which FCC has been approved as part of the bidding pool).

**Practical Solutions Group:** Chris Savage and Jon Capes have made a special point of praising the Melbourn Village Plan and are anxious to learn how they can support its implementation. They will come to September PSG meeting which will concentrate on this subject (and we'll be using the June meeting to plan ahead).

**823/11:** To receive an update on the purchase of mugs and coins for the Queen's Jubilee. Cllr Townsend reported that the mugs and coins had been ordered and that cheques for these items were being signed tonight and that she was preparing a text to publicise them to put on the noticeboard, on the website and in the magazine. After a brief discussion about the numbers involved, Cllr Townsend said she would check if there was a cut-off date for ordering more coins.  
**ACTION: Cllr Townsend**

**824/11 Report on the Police Site:** This item was discussed **IN CAMERA** (The press and public being excluded) on the grounds of contractual confidentiality prior to negotiations between the Community Hub Subcommittee and the developers.

**IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR WAKERLEY THAT THIS ITEM BE CONSIDERED IN CAMERA IN ORDER TO MAINTAIN CONTRACTUAL CONFIDENTIALITY IN ADVANCE OF PROPOSED NEGOTIATIONS BETWEEN THE COMMUNITY HUB SUBCOMMITTEE AND THE DEVELOPERS**

Cllr Poley presented his Report (see Appendix 1). With regard to the Planning Application, Cllr Poley reported that Paul Sexton, the Planning Officer in charge of this application, will meet residents on 4<sup>th</sup> May. The application will go to the Planning Committee of SCDC on 6<sup>th</sup> June. Given this time scale, Cllr Poley reported that it will be necessary for the council to agree to a proposal for the negotiating team of the Community Hub Subcommittee to proceed with an application for a PWLB loan in order to enter negotiations with Iconi Homes in respect of a contract. This loan application needed to be at the upper limit. After a discussion, **IT WAS PROPOSED BY CLLR POLEY AND SECONDED BY CLLR SIMMONETT, THAT THE PARISH COUNCIL GIVES ITS PERMISSION FOR THE COMMUNITY HUB SUBCOMMITTEE TO PROCEED WITH MAKING AN APPLICATION FOR A PWLB LOAN FOR THE SUM OF £650,000. This was CARRIED unanimously.**

Cllr Hales said that this was the upper limit and steps are being taken to access funding streams to mitigate the cost.

#### **825/11 To receive an update on talks about the bank accounts**

The Clerk reported on the meeting held on 29<sup>th</sup> March between himself, Simon La Frenais, Commercial Manager from HSBC and Ray Hung, Corporate Independent Adviser. The Clerk received advice as to the possibilities for long term and medium term investments for part of the Parish Council's funds. The Clerk is still drawing up plans for investment opportunities and will take his findings to the F&GP Committee meeting in May.

#### **826/11 To receive the Financial Report dated 31<sup>st</sup> March, 2012**

This was received.

#### **827/11 To receive details of cheques to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount to be transferred from the Business 'No Notice Account'.**

*[Cllrs Bloomfield and Wakerley left the meeting.]*

### **Expenditure transactions - approval**

<b>Cheque</b>	<b>Gross</b>	<b>Heading</b>	<b>Invoice date</b>	<b>Details</b>
103343	£88.22	109/3	05/04/12	Wright's Mower Centre - Chipper bag, blower tube, blades & tools + bolts
103344	£7.08	103/1	05/04/12	e.On - Electricity bill for orchard Road cemetery
103345	£218.00	106/1	05/04/12	Herts And Cambs Ground Maintenance Limited - supply and erect christmas tree
103346	£345.00	103/1	05/04/12	South Cambs Landscape Services - To remove waste soil from Melbourn cemetery
103347	£550.00	117/6	05/04/12	Melbourn Village College - Rent for March
103341	£255.58	117/1	05/04/12	Vodafone Ltd - bill + cancellation costs
103348	£7,154.40	100	05/04/12	Groupbridge Ltd - Installation of new water pipe for the allotments
103344	£1,007.90	118/2	05/04/12	e.On - electricity bill for the pavilion
p.84	£4.29	109/3	05/04/12	K. Rudge - Pop rivet gun (repair trailer)

p.87	£41.37	109/3	05/04/12	K. Rudge - Bolts & key
p.85	£8.98	109/2	05/04/12	G.D. Squires - 2 Easy Start
p.86	£8.00	90002	05/04/12	G.D. Squires - Petrol for mowers
p.88	£13.64	90003	05/04/12	Peter Horley - Postage
103349	£10.00	109/1	05/04/12	CAPS - Deduction from P.Andrew's wages
103350	£264.00	103/2	05/04/12	MD Landscapes - fix gate in NRO
103351	£182.88	117/3	16/04/12	Rlooh Capital Limited - rent for photocopier April-June
103345	£84.00	118/4	19/04/12	Herts And Cambs Ground Maintenance Limited - Overmark 2 pitches
103355	£1,716.00	107	19/04/12	Gift Selection - Purchase of Jubilee mugs
103352	£82.20	118/2	19/04/12	I.C. Rumbold - to repair a leak in the pavilion
103353	£25.62	117/1	19/04/12	Vodafone Ltd - bill for phone
103354	£36.75	111	19/04/12	All Saints Community Hall - rent for hall
103345	£42.00	118/4	19/04/12	Herts And Cambs Ground Maintenance Limited - Overmark one pitch
103344	£17.51	118/4	19/04/12	e.On - electricity bill for adj Sports Social Club
103386	£100.00	117/5	23/04/12	Petty Cash - money for Petty Cash
103356			23/04/12	P. Andrews - wages
103357	£54.00	103/2	23/04/12	South Cambs District Council - rates for New Road Cemetery
103357	£451.13	157	23/04/12	South Cambs District Council - rates for High Street car park April
103358	£240.00	107	23/04/12	The Royal Mint - Coins for the Jubilee
103359	£285.14	153	23/04/12	Clive Purbrook - Melbourn Community Hub Holding Trust payment for insurance
103360	£3.60	118/2	23/04/12	Janice Wakeley - cleaning the pavilion April
103361	£21.00	118/2	23/04/12	Allison Cockburn - cleaning of the pavilion April
103362			23/04/12	G.D. Squires - wages
103364	£72.60	151	23/04/12	K. Rudge - Mileage allowance 121 x 0.60
103364			23/04/12	K. Rudge - wages
103365			23/04/12	Peter Horley - Clerk's salary
103367	£859.22	127/1	23/04/12	HM Revenue & Customs - Tax & NI
103362	£12.60	151	23/04/12	G.D. Squires - mileage allowance 21 x 0.60

After some discussion the cheque list was approved

The Clerk recommended the transfer of £20,000 from the Business No Notice account to the current account.

The Clerk recommended the transfer of £50,000 from the Business No Notice Account to the Community Development Fund Account.

It was proposed by Cllr Townsend and seconded by Cllr Hales that the cheque list and the transfers should be approved. This was carried.

#### 828/11 Correspondence:

- (a) Letter from Revd O'Brien re: All Saints' Community Hall. The letter from Revd O'Brien, seeking a donation towards the cost of the project to improve the acoustics of the building, was considered. Support for the project was expressed although the council will need to see the reports on the acoustics, costs and the project accounts. Cllr Hales reported that the council was considering using a



Grant Fund Bidder who could be used to find funding for a whole host of projects within the village and that this project could qualify for inclusion. Cllr Mowatt asked the Clerk write to Revd O'Brien to ask that he allows us time to look at the options for grant funding but that, in principle, the council supports the project.

**ACTION: The Clerk**

**829/11: Cemetery and Churchyard Inspection Record:**

Cllr Gatward reported that she had carried out an inspection of the cemeteries and churchyard for March, had filled in the Record Book and had lodged it with the Clerk.

**830/11: To receive the minutes from the following committees as information only and consider proposals by the Committee and consider any further action**

- (a) **Planning Committee, 2<sup>nd</sup> & 16<sup>th</sup> April, 2012:** Cllr Gatward asked about 815/11(a) in the minutes for 16<sup>th</sup> April. Cllr Sherwen explained about the hoardings: one hoarding deemed acceptable because it gave information only about the premises; two hoardings deemed unacceptable because they were both simply advertising hoardings.
- (b) **Cemetery Committee, 10<sup>th</sup> April, 2012:**
  - 791/11: Cllr Sherwen said that the date to repair the soil store had been postponed;
  - 788/11: Cllr Stead reported that the War Graves Commission were undertaking a project to record all war memorials;
- (c) **Conservation Committee, 10<sup>th</sup> April, 2012:**
  - 800/11: Cllr Crosby asked about the trees in Hale Close. The Clerk said he will look into this;
  - Cllr Sherwen is liaising with Herts and Cambs Ground maintenance about the deployment of a bowser to water the trees and to consider costs.

**ACTION: The Clerk**

**813/11: Urgent Matters:**

Cllr Mowatt raised the question of the crazy paving behind the war memorial which, he believed, to be shoddy. He suggested doing away with the paving and laying down stone slabs. Cllr Stead suggested consulting the British Legion about what it might consider as the best measures to take. This was accepted. Cllr Mowatt also urged the replacement of the plaque on one of the benches.

There being no other business, the Chairman closed the meeting at 9.45p.m.

**APPENDIX 1: MELBOURN HUB SUBCOMMITTEE REPORT FOR APRIL**

## Melbourn Community Hub Progress Report

## Melbourn Community Hub Subcommittee

16<sup>th</sup> April 2012

### Headlines:

- *Review of Hundred Houses Cost Plan is in progress*
- *Negotiations on Hub Purchase Contract are in progress.*

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## **Introduction**

This is the sixth progress report concerning the Community Hub Project and summarises the work carried out by the Hub Subcommittee during the month of April 2012. The headings of the report follow notional project work streams and logical cross links between streams are identified where appropriate. Most of the work is of an on-going nature and so will be subject to further updates in future reports.

## **Interactions with Suppliers**

### ***Purchase Contract***

Work on the purchase contract between Hundred Houses and Melbourn Parish Council continues to proceed. The Parish Council Solicitors, Birketts, have completed the first formal draft of the purchase contract and await a formal response from Hundred Houses solicitors. A meeting took place on Thursday 22<sup>nd</sup> March, between Birketts' taxation specialists and representatives of the Parish Council to explore VAT and related matters; the formal draft contract reflected the outcome of that meeting and also a formal letter is awaited from Birketts recording the outcome of that meeting. Meetings in the next few weeks between Hundred Houses, representatives of the Parish Council and their respective solicitors are being arranged to review the contract.

### ***Application for Planning Permission***

Following that meeting, Hundred Houses explored with the planning officers a number of detail changes to the layout and positioning of the residences and their plots. Hundred Houses submitted their formal planning application on 15<sup>th</sup> March. The Parish Council Notified the Public of their receipt of the planning application from South Cambs. District Council and the availability to view the plans at the Parish Office up to 16<sup>th</sup> April. The text of that public notification is attached in Appendix 1.

### ***Review of the Cost Plan***

As mentioned in previous reports; the Parish Council, with the advice of their solicitors, has commissioned the services of an independent quantity surveyor to review the current design brief and its attendant cost plan and produce a QS Report. When the review is completed, the Hub Subcommittee will be able to produce a formal Review Report and Funding Proposal for consideration by the full Parish Council. Completion of the first draft of the QS Report was delayed until 11<sup>th</sup> April from its target date of end of March. This delay was due to the introduction of amendments by Hundred Houses to their Cost Plan. The draft QS Report is now under review by the Hub Subcommittee. Meetings in the next few weeks between Hundred Houses, the Parish Council and their respective quantity surveyors are expected to be arranged to clarify any outstanding matters. When the QS Report has been finalised, it is intended that a formal Review Report can be prepared by the Hub Subcommittee for presentation to Parish Council. Due to the above-mentioned delay, the Review Report will not be available to the Parish Council in time for the full council meeting on 23<sup>rd</sup> April as anticipated in the March Progress Report. The Report will be prepared as soon as possible.

## **General Communications Activities**

### ***Formal Meetings of the Hub Subcommittee:***

No formal meeting of the Hub Subcommittee has taken place pending the outcome of the QS review.

### ***Informal Meetings***

The following informal meetings have taken place:

- Meetings have taken place with the Melbourn library committee (LAP) to discuss the library area within the HUB and to agree ways to maximise the space. Plans have been put forward for movable shelving that reflect those used by Gamlingay EcoHUB LAP.
- Meeting on 12<sup>th</sup> April of the Hub Holding Trust concerned with project planning.

### ***Press Reports***

Articles have been published in the Weekly News and the Royston Crow

### ***Melbourn Magazine***

Two articles on the Hub are planned for the up-coming edition.

## **Project Plan**

The current version of the Hub project plan is entitled 15 Mar 12 Hub V2.2.

This plan reflects the most recent key-date timescales from Hundred Houses, which were sent to the Parish Council on 7<sup>th</sup> February. Those key dates are as follows:

High Street, Melbourn

Key Dates Programme

Agree principles of HoT's with MPC – End January 2012

Planning pre-application – 6 February 2012

Planning application – w/c 20 February 2012

Commission bat survey – w/c 20 February 2012

Agree final HoT's with MPC – 29 February 2012

Issue tender documents – 12 March 2012

Tender returns – 30 April 2012

Commence bat survey – 1 May 2012

Complete bat survey – 31 May 2012

Planning decision – 6 June 2012

Award Building Contract – 11 June 2012

Mitigation licence awarded – 1 August 2012

Commence works on site – 13 August 2012

Completion – 17 October 2013

An updated version of the Project Plan will be produced to reflect the outcome of the Holding Trust meeting on 12<sup>th</sup> April and other recent developments.

## **Holding Trust**

The chairman of the Holding Trust reports as follows:

The Holding Trust generates independent meeting notes. There has been no meeting between the 14<sup>th</sup> March and the publishing of this report. The next meeting is scheduled for 18<sup>th</sup> April. Subject to formal review at this April meeting, work has meanwhile been progressing on the following topics:

- A preliminary discussion has taken place with a tax consultant who lives in the village and who is generously offering his advice free of charge. He will make recommendations at the April meeting on a best approach to tax management for the Community Hub, as it becomes an on-going entity.
- Some constructive work has been done to refine the Project Plan, ensuring most important items can be resourced and covered first. An example of this is to research designs and costs for internal furniture needed for the building, such as new library shelving. While best value will remain paramount, efforts are being made to source furniture from local firms.
- Now that final details for the planning application are in place, the Holding Trust has made direct contact with the group of residents presently living close to the proposed Hub site, asking them to actively take part in discussions, should they so wish. This has been achieved through a detailed written circular sent to affected households and the open invitation to discuss issues face-to-face. A number of householder meetings have taken place with a satisfactory outcome so far.

It is planned to extend the consultation process to other major village constituencies in the coming months.

- Following much discussion with ACRE, CPALC and our own solicitors, adjustments have been agreed to the content of the Holding Trust deed. If ready, the deed will be put before the April committee for approval and signature. This will provide the necessary basis for moving to charitable status.
- A formal request will be made to the Parish Council to clarify the status of the planned upgrading to public car parking opposite to the Hub site. It is felt to be important the car park project is completed in harmony with the changes to traffic and parking that will result from the Community Hub building.

### **Purchases**

From time to time, invoices are received and paid by the Parish Council relating to commissions and purchases made on the Hub project. For instance: fees invoices from Birketts Solicitors for work done to date. Details of the receipt and payment of such invoices are published elsewhere by the Parish Council and are not restated in this Progress Report.

There have been no significant purchases this month.

**Appendix 1**  
**Public Notice relating to Planning Application:**

**Melbourn Parish Council**

**Planning application**

Former Police Site, High Street S/0571/12/FL - S/0572/12/CA

A planning application has been received from South Cambs District Council for the building of 13 houses and a Community Building on the former Police site in the High Street.

Plans are available to view at the Parish Office during office hours on Monday, Tuesday and Thursday and will be available until 16<sup>th</sup> April.

They can also be found on South Cambs District Council website:

<http://plan.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

Please note: The Parish Council will not be able to comment on these plans and respectfully asks that if residents wish to make any points, to contact South Cambs District Council either by email at [planning@scambs.gov.uk](mailto:planning@scambs.gov.uk) or write to the following address:

Planning Department  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne, Cambridge CB23 6EA

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# Preliminary Melbourn Community Hub Review Report

Melbourn Community Hub Subcommittee

10<sup>th</sup> May 2012



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### 1. Executive Summary

This report records in a single document information that has already been made available to Melbourn Parish Council in several other documents. This report thus records formally the factors that enabled Melbourn Parish Council to agree to a proposal to apply to the PWLB for a loan to be used for the procurement and equipping of a Community Hub.

In the coming weeks, a Review Report will be presented to Melbourn Parish Council, by the Council's Hub Subcommittee, aimed at providing them with sufficient information to enable them to be assess and confirm the continued validity of the Hub Project.

It is intended that the timing of that Review Report and the Parish Council's assessment, together with receipt from the PWLB of a conditional granting of permission to borrow, will fit with the dates determined by Hundred Houses to be necessary for the timely design, build and handover of the Community Building towards the end of 2013.

### 2. General Discussion

During the Full Parish Council meeting on 23<sup>rd</sup> April 2012, a proposal was carried unanimously that 'THE PARISH COUNCIL GIVES ITS PERMISSION FOR THE COMMUNITY HUB SUBCOMMITTEE TO PROCEED WITH MAKING AN APPLICATION FOR A PWLB LOAN FOR THE SUM OF £650,000', (see Appendix 1). The timing of this proposal was driven by: the need to establish by early June 2012, whether Melbourn Parish Council would be granted by the Public Works Loan Board (PWLB), conditional permission to borrow this sum as part of the funding for the purchase of the Community Building from Hundred Houses; and by the lead time between submitting a loan application and receiving conditional permission to borrow, (understood to be of the order of four weeks). Confirmation of such conditional permission to borrow is necessary before Hundred Houses can grant a contract to their building contractors to commence the design and building work. The best information available to Melbourn Parish Council, from Hundred Houses, on 23<sup>rd</sup> April, was that Hundred Houses needed to grant their contract to the building contractors on 11<sup>th</sup> June 2012.

It was the intention of the Parish Council Hub Subcommittee to have available at the time of lodging the above proposal on 23<sup>rd</sup> April, a Review Report setting out the essential factors necessary for the Parish Council to assure themselves of the continuing validity of the Hub Project. However, due to factors outside the control of the Parish Council, insufficient information was available at that time; and so a comprehensive Review Report could not be prepared. A detailed review of the events contributing to the delay in receiving the necessary information is set out in the Hub Progress Report dated 16<sup>th</sup> May, which was available to the Parish Council for the meeting on 23<sup>rd</sup> April. A copy of this Progress Report is attached as Appendix 2. (A Hub Progress Report has been issued every calendar month since the formation of the Hub Subcommittee).

Since an application to the PWLB for permission to borrow does not incur financial cost and does not carry with it an obligation to borrow the monies, and

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in view of the important need to keep pace with the timescales that were understood to be required by Hundred Houses; it was judged appropriate to agree, in the meeting on the 23<sup>rd</sup> April, the proposal to make the application for the loan.

The intention now is to produce the Review Report in time for the Parish Council to assure themselves of the continuing validity of the Hub Project, before the date when Hundred Houses when needs to grant a design and build contract.

The aim of this Preliminary Hub Review Report is to record in a single document the key points leading up to the proposal and its unanimous agreement and to reiterate the key milestones that have been reached up to this point in the Hub Project.

### 3. Key Milestones Achieved to Date

A summary of the key milestones achieved to date on the Hub Project were set out in a brief report that was presented to the Parish Council at its Annual Parish Meeting on 30<sup>th</sup> April 2012. They are restated in this document for completeness.

#### *3.1. Public Consultation*

Following negotiations in 2010 and 2011, between the Parish Council and the owner and developer of the Old Police Site: Hundred Houses agreed to build a Community Hub at the front of the site. The Parish Council used Melbourn Magazine and the Melbourn Village Website to inform the village about the possibility of the Hub and its potential benefits.

A Hub subcommittee was formed, which carried out a public consultation exercise across the whole village. The consultation period closed at 4pm on Friday 7<sup>th</sup> October 2011 and a detailed report of the exercise was issued two weeks later with the recommendation that a project should be commenced immediately to provide the Community Hub for Melbourn.

At a meeting of the full Parish Council on 24<sup>th</sup> October 2011, 'it was proposed by Cllr Townsend and seconded by Cllr Sherwen THAT THE PARISH COUNCIL ACCEPTS THE RECOMMENDATION OF THE SUB-COMMITTEE, CONTAINED IN SECTION 2 OF THE REPORT, NAMELY, 'A PROJECT SHOULD BE COMMENCED IMMEDIATELY WITH THE OBJECTIVE OF PROVIDING MELBOURN VILLAGE RESIDENTS WITH A COMMUNITY HUB LOCATED ON THE OLD POLICE SITE.

This was CARRIED with Cllrs Mowatt and Brett not voting given their declaration of a personal interest.'

#### *3.2. Public Meeting*

A public meeting was organised by Icenl Homes for Hundred Houses and held on 1<sup>st</sup> November at Vicarage Close. Hundred Houses presented layout plans for the site and the Parish Council provided a list of 'questions and answers' concerning the Community Hub. Parish Councillors and representatives from Icenl Homes were present to answer questions from residents. The meeting was well attended by Melbourn Residents and was reported in the public press.

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### *3.3. Formation of Charitable Holding Trust*

Following advice from CPALC and ACRE, work began in December to form a charitable trust to manage the necessary preparation work for the setting up and running of the Hub. In keeping with their advice, the structure of the trust was arranged to comprise five members of Melbourn Parish Council and five local residents, one of whom would be chairman. The Parish Council formally approved the formation of the trust; its inaugural meeting took place on 4<sup>th</sup> January 2012.

### *3.4. Negotiation of Purchase Contract*

On 18<sup>th</sup> January 2012, following a detailed selection process, the solicitor's firm, Birkett's, were instructed to represent the Parish Council for the procurement process. Negotiations on the contract continue at the time of writing.

### *3.5. Planning Application*

Iceni for Hundred Houses submitted the planning application for the whole of the Old Police Site on 15<sup>th</sup> March. A decision is expected from the SCDC Planning Committee on 6<sup>th</sup> June.

### *3.6. On-going Public Consultation*

The Parish Council Notified the Public of their receipt of the planning application from SCDC and the availability to view the plans at the Parish Office up to 16<sup>th</sup> April.

At the same time, the Holding Trust made direct contact with the group of residents presently living close to the proposed Hub site, asking them to actively take part in discussions, should they so wish. Contact was made through a detailed written circular sent to affected households with an open invitation to discuss issues face-to-face. A number of householder meetings have taken place with a satisfactory outcome so far.

It is planned to extend the consultation process to other major village constituencies in the coming months.

*It is well understood by the Parish Council that the Community Hub is one of the most important investments that will be made by the Melbourn Community for many years. With that in mind, it is a key objective of both the Parish Council and the Hub Holding Trust to consult interested residents and local organisations at all stages of this project in order to maximise the benefits that the Hub facilities can deliver.*

## 4. Conclusion

Melbourn Parish Council has been kept informed in detail about the progress of the Hub Project since the formation of the Hub Subcommittee in July/ October 2011.

In view of its detail understanding of the project and the knowledge that an application to the PWLB for a loan neither incurs financial cost, nor an

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obligation to borrow the monies, the Parish Council was confident in its decision to apply to the PWLB for the loan.

The Parish Council awaits a Review Report in the next few weeks that will assist it to assure itself of the continued validity of the Hub Project so that it can inform Hundred Houses of its intent to purchase the Community Building following the completion of the design and build process.

It is believed that such confirmation of intent to purchase, combined with the receipt from the PWLB of a conditional permission to borrow will be sufficient to enable Hundred Houses to grant their contractor a contract to design and build the Community Hub.

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## 5. Appendices

### *5.1. Appendix 1 – Extract from Minutes of Full Parish Council Meeting of 23rd April*

824/11 Report on the Police Site: This item was discussed IN CAMERA (The press and public being excluded) on the grounds of contractual confidentiality prior to negotiations between the Community Hub Subcommittee and the developers.

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR WAKERLEY THAT THIS ITEM BE CONSIDERED IN CAMERA IN ORDER TO MAINTAIN CONTRACTUAL CONFIDENTIALITY IN ADVANCE OF PROPOSED NEGOTIATIONS BETWEEN THE COMMUNITY HUB SUBCOMMITTEE AND THE DEVELOPERS

Cllr Poley presented his Report (see Appendix 1). With regard to the Planning Application, Cllr Poley reported that Paul Sexton, the Planning Officer in charge of this application, will meet residents on 4<sup>th</sup> May. The application will go to the Planning Committee of SCDG on 6<sup>th</sup> June. Given this time scale, Cllr Poley reported that it will be necessary for the council to agree to a proposal for the negotiating team of the Community Hub Subcommittee to proceed with an application for a PWLB loan in order to enter negotiations with Icen Homes in respect of a contract. This loan application needed to be at the upper limit. After a discussion, IT WAS PROPOSED BY CLLR POLEY AND SECONDED BY CLLR SIMMONETT, THAT THE PARISH COUNCIL GIVES ITS PERMISSION FOR THE COMMUNITY HUB SUBCOMMITTEE TO PROCEED WITH MAKING AN APPLICATION FOR A PWLB LOAN FOR THE SUM OF £650,000. This was CARRIED unanimously.

Cllr Hales said that this was the upper limit and steps are being taken to access funding streams to mitigate the cost.

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*5.2. Appendix 2: Hub Project Progress Report for April 2012*

Melbourn Community Hub

Progress Report

Melbourn Community Hub Subcommittee

16th April 2012

1. Introduction

This is the sixth progress report concerning the Community Hub Project and summarises the work carried out by the Hub Subcommittee during the month of April 2012.

The headings of the report follow notional project work streams and logical cross links between streams are identified where appropriate.

Most of the work is of an on-going nature and so will be subject to further updates in future reports.

2. Interactions with Suppliers

*2.1. Purchase Contract*

Work on the purchase contract between Hundred Houses and Melbourn Parish Council continues to proceed. The Parish Council Solicitors, Birketts, have completed the first formal draft of the purchase contract and await a formal response from Hundred Houses solicitors. A meeting took place on Thursday 22nd March, between Birketts' taxation specialists and representatives of the Parish Council to explore VAT and related matters; the formal draft contract reflected the outcome of that meeting and also a formal letter is awaited from Birketts recording the outcome of that meeting. Meetings in the next few weeks between Hundred Houses, representatives of the Parish Council and their respective solicitors are being arranged to review the contract.

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Following that meeting, Hundred Houses explored with the planning officers a number of detail changes to the layout and positioning of the residences and their plots. Hundred Houses submitted their formal planning application on 15th March.

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*2.3. Review of the Cost Plan*

As mentioned in previous reports: the Parish Council, with the advice of their solicitors, has commissioned the services of an independent quantity surveyor to review the current design brief and its attendant cost plan and produce a QS Report. When the review is completed, the Hub Subcommittee will be able to

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produce a formal Review Report and Funding Proposal for consideration by the full Parish Council.

Completion of the first draft of the QS Report was delayed until 11th April from its target date of end of March. This delay was due to the introduction of amendments by Hundred Houses to their Cost Plan. The draft QS Report is now under review by the Hub Subcommittee.

Meetings in the next few weeks between Hundred Houses, the Parish Council and their respective quantity surveyors are expected to be arranged to clarify any outstanding matters.

When the QS Report has been finalised, it is intended that a formal Review Report can be prepared by the Hub Subcommittee for presentation to Parish Council.

Due to the above-mentioned delay, the Review Report will not be available to the Parish Council in time for the full council meeting on 23rd April as anticipated in the March Progress Report. The Report will be prepared as soon as possible.

### 3. General Communications Activities

#### 3.1. *Formal Meetings of the Hub Subcommittee:*

No formal meeting of the Hub Subcommittee has taken place pending the outcome of the QS review.

#### 3.2. *Informal Meetings*

The following informal meetings have taken place:

- Meetings have taken place with the Melbourn library committee (LAP) to discuss the library area within the HUB and to agree ways to maximise the space. Plans have been put forward for movable shelving that reflect those used by Gamlingay EcoHUB LAP.
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#### 3.3. *Press Reports*

Articles have been published in the Weekly News and the Royston Crow

#### 3.4. *Melbourn Magazine*

Two articles on the Hub are planned for the up-coming edition.

### 4. Project Plan

The current version of the Hub project plan is entitled 15 Mar 12 Hub V2.2.

This plan reflects the most recent key-date timescales from Hundred Houses, which were sent to the Parish Council on 7th February. Those key dates are as follows:

High Street, Melbourn

Key Dates Programme

Agree principles of HoT's with MPC – End January 2012



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Planning pre-application – 6 February 2012  
Planning application – w/c 20 February 2012  
Commission bat survey – w/c 20 February 2012  
Agree final HoT's with MPC – 29 February 2012  
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Planning decision – 6 June 2012  
Award Building Contract – 11 June 2012  
Mitigation licence awarded – 1 August 2012  
Commence works on site – 13 August 2012  
Completion – 17 October 2013

An updated version of the Project Plan will be produced to reflect the outcome of the Holding Trust meeting on 12th April and other recent developments.

### 5. Holding Trust

The chairman of the Holding Trust reports as follows:

The Holding Trust generates independent meeting notes. There has been no meeting between the 14th March and the publishing of this report. The next meeting is scheduled for 18th April. Subject to formal review at this April meeting, work has meanwhile been progressing on the following topics:

- A preliminary discussion has taken place with a tax consultant who lives in the village and who is generously offering his advice free of charge. He will make recommendations at the April meeting on a best approach to tax management for the Community Hub, as it becomes an on-going entity.
- Some constructive work has been done to refine the Project Plan, ensuring most important items can be resourced and covered first. An example of this is to research designs and costs for internal furniture needed for the building, such as new library shelving. While best value will remain paramount, efforts are being made to source furniture from local firms.
- Now that final details for the planning application are in place, the Holding Trust has made direct contact with the group of residents presently living close to the proposed Hub site, asking them to actively take part in discussions, should they so wish. This has been achieved through a detailed written circular sent to affected households and the open invitation to discuss issues face-to-face. A number of householder meetings have taken place with a satisfactory outcome so far.

It is planned to extend the consultation process to other major village constituencies in the coming months.

## CONFIDENTIAL

Release to the Public Domain is Held Back Pending Completion of Contractual Negotiations

- Following much discussion with ACRE, CPALC and our own solicitors, adjustments have been agreed to the content of the Holding Trust deed. If ready, the deed will be put before the April committee for approval and signature. This will provide the necessary basis for moving to charitable status.
- A formal request will be made to the Parish Council to clarify the status of the planned upgrading to public car parking opposite to the Hub site. It is felt to be important the car park project is completed in harmony with the changes to traffic and parking that will result from the Community Hub building.

### 6. Purchases

From time to time, invoices are received and paid by the Parish Council relating to commissions and purchases made on the Hub project. For instance: fees invoices from Birketts Solicitors for work done to date. Details of the receipt and payment of such invoices are published elsewhere by the Parish Council and are not restated in this Progress Report.

There have been no significant purchases this month.

### Appendix 1

Public Notice relating to Planning Application:

Melbourn Parish Council

Planning application

Former Police Site, High Street@S/0571/12/FL - S/0572/12/CA

A planning application has been received from South Cambs District Council for the building of 13 houses and a Community Building on the former Police site in the High Street.

Plans are available to view at the Parish Office during office hours on Monday, Tuesday and Thursday and will be available until 16th April.

They can also be found on South Cambs District Council website:

<http://plan.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

Please note: The Parish Council will not be able to comment on these plans and respectfully asks that if residents wish to make any points, to contact South Cambs District Council either by email at [planning@scambs.gov.uk](mailto:planning@scambs.gov.uk) or write to the following address:

Planning Department

South Cambridgeshire Hall

Cambourne Business Park

Cambourne, Cambridge CB23 6EA