

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of the Parish Council Meeting held on Monday 24th July 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

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

In attendance: The Clerk, District Cllrs Barrett and County Cllr van de Ven and approximately 9 members of the public.

PC55/17 To receive any apologies for absence
Cllr Siva for personal reasons.

PC56/17 To receive any Declarations of Interest and Dispensations

- **To receive declarations of interest from councillors on items on the agenda**
Cllr Cross – a non-pecuniary interest as is the next door neighbour to Mr Colin Brooking, candidate for co-option. PC62/17
- **To receive written requests for dispensations for disclosable pecuniary interests (if any).** There was nothing to report
- **To grant any requests for dispensation as appropriate**
There was nothing to report

PC57/17 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council relating to Planning Application S/2141/17/OL – 3 minutes).

There were no comments from the Public.

PC58/17 Recommendation from Planning Committee – Notification of Outline Planning permission for the erection of up to 160 residential dwellings, including affordable housing provision, public open space and associated access, infrastructure and landscaping. All matters reserved except for access at land to the west of Cambridge Road, Melbourn, Cambs. C.O Agent, Countryside Properties Plc, Mr Michael P. S/2141/17/OL

The Chair of Melbourn Futures announced the results from the Parish Council Consultation held on Friday 21st July from 5pm – 8pm at Melbourn Community Hub and summarised Melbourn Futures Report. **APPENDIX A.**

GIVEN THE RESULTS FROM THE CONSULTATION WHERE THE PUBLIC VOTED UNANIMOUSLY AGAINST THE APPLICATION AND THE INFORMATION PROVIDED IN MELBOURN FUTURES WORKING PARTY REPORT, IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY TO OBJECT TO THE PLANNING APPLICATION FOR REASONS WITHIN MELBOURN FUTURES WORKING PARTY REPORT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC59/17 To approve the minutes of the Parish Council Meeting 26th June 2017

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CROSS TO ACCEPT THE MINUTES AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR KILMURRAY AND CLLR REGAN WHO ABSTAINED. THIS WAS CARRIED.

PC60/17 To report back on the minutes of the Parish Council Meeting 26th June 2017

PC41/17 – The Maintenance Working Party selected Cambs Lock and Safe to carry out the fire safe move from The Hub to Melbourn Workshop. The move will take place in August 2017.

PC44/17 – Cllr Hales, Norman and Travis have started to investigate a new skate park. This is work in progress.

PC52/17 – Amendments to the Littlehands Lease have been sent back the Parish Council's Solicitor. The Clerk is now waiting to hear from them.

PC61/17 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.

At 7.45pm the Chair suspended Standing Orders:

A member of the public raised the following points/questions:

- During the last F&GG Meeting there was an action for F&GG to recommend to the Parish Council to allocate up to £30,000 for unplanned work. Why was this not discussed this evening? The Chair explained this will be brought to another meeting, once the Parish Council has the necessary information.
- Raised concern about the increase in car park rates and did the Council not realise the new workshop would increase the monthly rates charges. Are the rates going to be referred to the car park working party. The Chair confirmed this was the case.
- Mandatory annual payment to Hundred Housing for The Hub - £1000.00 – should this not be the responsibility of The Hub?
- A resident explained she had been in touch with Local Highways Improvements Department about the condition of the yellow lines at the bottom of Meeting Lane joining The High Street and that she was told the Parish Council need to apply for a local highway improvement initiative application form – **ACTION: RESIDENT TO SEND THE CLERK THE NECESSARY INFORMATION.**

The Chair reinstated Standing Orders at 7.55pm

PC62/17 To Co-opt new members onto Melbourn Parish Council – APPENDIX B

The Chair thanked the four candidates, Mr Colin Brooking, Ms Richenda Buxton, Mr Graham Clark and Mr Brian Madiyiko for applying to be a Parish Councillor.

Mr Brooking, Ms Buxton and Mr Clark were present at the meeting and Councillors were given the opportunity to ask them questions.

Councillors were able to vote for up to three candidates. The results from the voting was as follows:

- Mr Colin Brooking – 4
- Ms Richenda Buxton - 9
- Mr Graham Clark - 9
- Mr Brian Madiyiko – 7

Ms Buxton, Mr Clark and Mr Madiyiko were duly co-opted onto Melbourn Parish Council.

PC63/17 The Clerks Report – APPENDIX C

In addition to what is contained within the report The Clerk reported at the Finance and Good Governance Committee meeting held on 10th July 2017 Cllr Travis was elected as Chair and Cllr Hales and Vice Chair.

PC64/17 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account. – APPENDIX D

The Clerk explained TN 1838 should read lunch for The Clerk/Assistant Clerk and Trainer, not Melbourn Community Hub Management Group lunch.

TN 1842 – Melbourn Community Hub FIT payment is the money paid to The Hub that the Parish Council receives from (Feed In Tariff) from the Solar Panels.

TN 1760 – The Chair explained she only attended two of the three Chairmanship training sessions, so the Council has been charged too much.

The Chair explained now the Parish Council has changed banks they only have one current account and going forward the agenda item will change as there will be no need to transfer money from the Business Account to the Current Account..

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HART TO ACCEPT THE APPROVAL LIST APART FROM PAYMENT TO CAPALC AS MENTIONED ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC65/17 To receive a report from County Cllr Van de Ven

Members received County Cllr Van de Ven's report. - **APPENDIX E**

PC66/17 To receive a report from District Cllrs Barrett and Hales

District Cllr Barrett asked is there is any feedback on the changing of bin day to a Tuesday. There were no comments. District Cllr Barrett also stated that regarding the Brent Tower disaster, members will be pleased to know that there are no tower blocks in south Cambridgeshire and flats are no higher than three stories high. District Cllrs Barrett also suggested to members an Emergency Disaster Contingency Plan/Risk Assessment should be put in place. The Chair explained this is work in progress.

ACTION: CLLR TRAVIS TO BRING EMERGENCY DISASTER CONTINGENCY PLAN/RISK ASSESSMENT TO COUNCIL FOR APPROVAL

PC67/17 A recommendation from Finance and Good Governance Committee that The Clerk retains discretionary spend of up to £100 but will be moderated by reference to a categorisation list – APPENDIX F

The Chair explained the Council's Financial Regulations state:

- The Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items up to **£2,000** excluding VAT¹.
- On items required for the Parish Office or to allow her to carry out her statutory duties, the Clerk shall be allowed to spend up to **£500 excluding VAT** without prior approval of the Council.

The Chair explained The Clerk has not been using this power because of the Council's need to keep very tight control of Council's spending. At F&GGC first meeting they looked at the Council's finances

over the next year and recommended that the moratorium continues. The Chair stated that because of practicalities, The Chair of F&GGC and The Chair of the Parish Council thought that a minimum amount is needed otherwise The Clerk will spend too much time asking for permission to spend small amounts of money, so £100 was the suggested ceiling.

The F&GGC also recognised that there might be an argument for spending up to the allowed limits in certain instances and is developing a set of criteria to help The Clerk decide what to do. These are under development.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR PORTER TO HAVE A DISCRETIONARY SPEND OF UP TO £100 BUT WILL BE MODERATED BY REFERENCE TO A CATEGORISATION LIST. ALL WERE IN FAVOUR THIS WAS CARRIED.

PC68/17 To propose and agree an additional meeting of Finance and Good Governance on 4th September 2017 followed by a Planning Committee Meeting

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART TO AGREE AN ADDITIONAL MEETING OF FINANCE AND GOOD GOVERNANCE ON 4TH SEPTEMBER 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC69/17 To discuss and agree storage and insurance of items held on behalf of Francis John Clear Almshouses and Melbourn History Group. APPENDIX G

The Chair explained the Parish Council keeps documents belonging to these bodies in its safe and has had to make sure that the Council's insurance covers them. The Council need to agree formally to be responsible for the records and that the Parish Council has an interest in them. Our interest in them is as a part of the history of our community.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR SHERWEN TO TAKE RESPONSIBILITY FOR ANY DOCUMENTS AS LONG AS THEY ARE IN THE COUNCILS SAFE. ALL WERE IN FAVOUR APART FROM CLLR HALES WHO WAS AGAINST. THIS WAS CARRIED.

PC70/17 To discuss and agree the temporary arrangement of the Parish Council taking back the responsibility of running the Pavilion as from 1 August 2017 and the potential impact that will have on Parish Council Staff.

The Chair explained there is someone interested in running the Pavilion on behalf of the Council. This has not proved as straightforward to set up the governance arrangements. It is not a business and the intention was to set up a Community Interest Company. Once the governance has been sorted, there will be a presentation to Councillors.

The Chair went on to say that because of the time it has taken, BeActive will cease having responsibility on 31 July 2017 and the Council needs to put some interim arrangements in place

The Clerk explained there are currently bookings for football matches on Saturdays and Sundays and there are a few party and Pilates bookings during August. Would Councillors be willing to help contribute to help unlock/lock the pavilion? The Clerks will take responsibility of bookings/invoicing/receiving of payments. The Clerks also need to advertise for a cleaner. **ACTION: THE CLERKS TO LIAISE WITH COUNCILLORS AND DRAW UP A ROTA AND ADVERTISE FOR A CLEANER.**

PC74/17 A recommendation from the Maintenance Working Party to approve the Councillor Road Allocation Spreadsheet – APPENDIX H

The Chair explained that the subject of maintaining a high standard of appearance for the village has been mentioned at previous Council meetings. In the past Councillors have been allocated roads to check on items such as hedge trimming and street light function for example. The Parish Maintenance

Working Party has produced a form to serve as a checklist and an initial street allocation has been made for Councillors to continue with this tradition. The Chair explained that the new Councillors will also need to be slotted in to the allocation and there will be an article in the next Melbourn Magazine saying that this will be happening to warn people they might be getting a letter asking them to take some action.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR TRAVIS TO ADOPT THE NEW FORM AND STREET ALLOCATION SCHEDULE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

ACTION: THE CLERK TO SET A DEADLINE FOR CARRYING OUT THE FIRST ROUND OF INSPECTIONS. ACTION: CLLR HALES TO ADD THE NEW COUNCILLORS TO THE STREET ALLOCATION.

PC71/17 To discuss and agree the amended Terms of Reference for Melbourn Futures Working Party

The Chair explained these Terms of References have already been discussed back on 24th April 2017 and the only addition to the document is the reference to monitoring adherence to the planning conditions which was agreed by Council. **APPENDIX I**

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE MELBOURN FUTURES WORKING PARTY TERMS OF REFERENCE AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC72/17 To discuss and agree the Maintenance Working Party Terms of Reference

The Chair explained that because the Council voted to disband the Conservation, Cemeteries, Highways and Play Areas Committees, the original Terms of Reference of this Working Party have been amended to make it clear that the Working Party will consider the areas formerly addressed by the disbanded committees. **APPENDIX J**

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDEC BY CLLR SHERWEN TO ACCEPT THE WORKING PARTY TERMS OF REFERENCE AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC73/17 To discuss and agree the updated Cemetery Regulations dated July 2017 and Associated Forms – APPENDIX K

The Maintenance Working Party presented the updated Cemetery Regulations and relevant forms.

There were discussions about whether the Council should be charging for half plots in the case of stillborn infants.

CLLR TRAVIS PROPOSED £250 AS PER THE AMENDED BURIAL CHARGES DOCUMENT. THERE WAS NO SECONDER. THIS WAS NOT CARRIED.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSS TO ACCEPT THE UPDATED CEMETERY REGULATIONS AS DRAFTED BUT THE BURIAL CHARGES DOCUMENT WILL NEED TO BE REVIEWED, DISCUSSED AND AGREED AT SEPTEMBER 2017 PARISH COUNCIL MEETING. ALL WERE IN FAVOUR THIS WAS CARRIED.

PC74/17 HR Panel

d) To discuss a proposal to cease locking the gate at Littlehands Car Park, remove the sign saying it will be locked, and discuss the possibility of a member of public taking over responsibility

The Chair explained The Clerk has been locking and unlocking the gate for a number of months now and the Council had agreed that this was not a viable solution for the longer term.

The Clerk has had discussions with Littlehands and the Bowls Club but a satisfactory solution could not be identified so the original proposal was to simply stop locking the gates and ask residents to contact 101 if there was any anti-social behaviour. **APPENDIX L**

The Chair went on to state that Mr Clark (one of our new Councillors) has suggested that he or another resident of Cooks Garden as necessary takes over responsibility for doing the locking and unlocking.

ACTION: THE CLERK: SIGNING AT LITTLEHANDS RELATING TO LOCKING OF THE GATE WILL NEED TO BE DISCUSSED AT FUTURE PARISH COUNCIL MEETING.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY THAT THE CLERK STOPS LOCKING/UNLOCKING THE LITTLEHANDS GATE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY THAT THE RESPONSIBILITY IS HANDED OVER TO MR CLARK. ALL WERE IN FAVOUR. THIS WAS CARRIED.

e) To propose and seek approval for appraisal documentation for Council employees

The HR Panel explained that as set out in the Contracts of Employment and in order to fulfil the role as a 'Good Employer', Melbourn Parish Council has a duty to provide its employees with an annual appraisal. These documents have been modelled on the ACAS Code of Practice 1. **APPENDIX M**

Members felt a risk assessment on work places is required and should be added to Appraisal Documentation once there is clarity on which risk assessments are needed. **ACTION HR PANEL**

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE APPRAISAL DOCUMENTATION AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

a) An update from HR Panel and to agree costings for Village Warden during winter months.

The HR Panel stated they have continued to focus on reviewing the Human Resources required to meet the needs of the Parish and explained the reason for the two recent in camera discussions. **APPENDIX N** – "Village Warden Changes".

As the Assistant Warden will be leaving the Council at the end of October the HR Panel went on to propose that recruiting a second part-time Village Warden to commence employment from 1st November 2017 was required and that they have calculated that an amount of £2,613.66 will be required from reserves. The HR Panel brought to members' attention that this cost is not significant when compared to the money currently spent with contractors. There is also a longer term strategy that there will be a saving of £6,342.70 per year, every year, on wages and this will deliver a better and more flexible structure.

The HR Panel stated that if their analysis is correct, two job-share Wardens with the right guidance should be able to save a noticeable part of the money currently going to contractors for miscellaneous jobs. Also the winter period with less going on will be a good time to train and familiarise a new Warden with the duties and equipment before the busy summer season.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR CROSS TO AGREE TO PROVIDE AN EXTRA £2,613.66 FROM RESERVES TO MEET THE COST OF EMPLOYING A PART-TIME WARDEN FROM 1ST NOVEMBER 2017 TO 31ST MARCH 2018 TO JOB-SHARE WITH THE EXISTING WARDEN. ALL WERE IN FAVOUR. THIS WAS CARRIED.

MEMBERS ALSO AGREED THE WORDING OF THE ADVERT FOR THE VILLAGE WARDEN WAS ACCEPTABLE.

b) To discuss a proposal that The Clerk works a four day week

The HR Panel explained The Clerk's contract is for 22 hours a week which is spread over 3 days and that members are all very much aware The Clerk has been working far more hours than this in order to meet what feels like an ever-growing workload within the Parish. The HR Panel formally thanked The Clerk on behalf of Melbourn Parish Council for being extremely flexible and finding extra time within her week to provide service to the Council. The HR Panel proposed that Melbourn Parish Council formally agrees to increase the Clerk's hours to 29 hours a week (7 hours overtime per week). The HR Panel envisage this costing no more than £4,397.75 this financial year.

The Chair suspended Standing Orders.

County Cllr van de Ven stated that due to Cambridge County Council devolving so many responsibilities' it should be recognised there is a huge extra burden on Parish Councils, especially for a village the size of Melbourn.

The Chair reinstated Standing Orders

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS TO AGREE TO PROVIDE A MAXIMUM OF £4,397.75 FROM RESERVES TO PAY THE CLERK UP TO 7 HOURS OVERTIME EACH WEEK. ALL WERE IN FAVOUR. THIS WAS CARRIED.

c) To discuss the appointment of a separate Responsible Financial Officer position

The HR Panel explained they have sought advice from CAPALC on the need for a separate Responsible Financial Officer, (RFO). The HR Panel stated that it is best practice guidance that larger Parishes with a precept and income of £250,000 or above should employ a separate RFO and Melbourn Parish Council is approaching this figure. The HR Panel stated that they believe this is one of the reasons the Clerk's current duties have not been possible to complete within the current 22 contracted hours per week. The HR Panel explained The Clerk has been in contact with other Clerks and it has been confirmed that it is not unusual for the role of RFO to be carried out by another person than The Clerk and CAPALC have advised the rate of pay for an RFO is 3 points less than that of a Clerk. Therefore, by employing a separate RFO for 1 day/7 hours a week and the Clerk at the same time returning to her contracted hours of 22 hours a week, the Council will make a saving of £551.10 per annum.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HALES TO AGREE TO EMPLOY A SEPARATE RESPONSIBLE FINANCIAL OFFICER TO WORK 7 HOURS A WEEK. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair then closed the meeting at 21.24PM.

APPENDIX A

MELBOURN PARISH COUNCIL

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

E-mail: 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.

24th July 2017

PROPOSED DEVELOPMENT FOR 160 HOMES CAMBRIDGE ROAD **RESULTS FROM CONSULTATION – HELD ON FRIDAY 21ST JULY 2017**

Latest figures as of 1900 – Monday 24 July 2017

Attendees - 88
Completed forms - 65
Attendees supporting development - 6
Attendees with no opinion - 3
Attendees rejecting development - 56

Reasons for rejection:

NHS surgery lack of capacity - 18%
Schools lack of capacity - 15%
Traffic issues - 23%
Sewage capacity issues - 26%
Spoiling of village character - 15%
Others - 3%

PROPOSED DEVELOPMENT FOR 160 HOMES CAMBRIDGE ROAD
FUTURES WORKING PARTY
ISSUES AND COMMENTS ON OUTLINE PLANNING APPLICATION

1. Utilities

- a. There is a need to consult with AWA to confirm that the capacity of the Melbourn Water Recycling Centre is sufficient to treat the foul sewage from the development. The Parish Council is aware that there is insufficient capacity at the Melbourn Water Recycling Centre to cope with the approved 199 homes and care home off New Road. What evidence is available from Countryside to demonstrate that further work will not be necessary to treat the additional discharges from this development?
- b. There is a need to identify the location and capacity of the foul sewage system pumping station which does not appear to be shown on the drawings
- c. Evidence is needed to demonstrate the capacity of existing watercourses to accept the stormwater runoff.

2. Grampian Rules

- a. The Parish Council will insist that the all foul and stormwater infrastructure is to be completed and operational prior to the occupation of any housing

3. NHS Issues

- a. The planning application suggests that there remains spare capacity at the Orchard Road Surgery to absorb the increase in population from the development. This is not the view of the Parish Council and confirmation will be sought by the Working Party.

4. Education Issues

- a. The planning application suggests that school children will be bused to school in the event that the pre and primary schools have reached full capacity. Melbourn Primary School becomes a 2-form entry from September 2017. The 60 places then available have been filled this year without the additional children from the Victoria Heights development, let alone the new 199 homes development off New Road. The proposal made by the developer to bus children to other schools (we note that they say financial provision is being made) is unacceptable to the Parish Council. It conflicts with our stated vision for our community: Children are educated in our village school from pre-school to GCSE level. It undermines the claim that this is a sustainable development.
- b. The planning application also suggests that the pre and primary schools are in walking distance of the development. This maybe the case for adults but not children.

5. Highways Issues

- a. Awaiting comments from Highways which are currently unavailable
- b. Still concerns about proposed MOVA System for traffic management in general and ability to deal with parked lorries at Co op in particular.
- c. Further meeting to be held with Countryside, Hopkins Homes and Co op on possible contribution from developers towards pull off for Co op lorries.
- d. Speed limit changes and traffic calming measures will be necessary. Although developer has recognised this in the application further discussion will be necessary on exact measures to be taken.

- e. The recommendation from County Highways is that the need to discuss and agree speed limit changes and traffic calming measures should be undertaken independently of the planning approval process.
6. Agricultural Issues
- a. The land for the development is categorised as Grade 2 (very good quality agricultural land) and the question should be asked if this land should be sacrificed for speculative development.
7. Housing Issues
- a. The recommendation of the Working Party is that all low height development (preferably bungalows) should be situated along Cambridge Road to minimise its impact with a gradual rise in the height of homes to the rear of the site.
 - b. The planning application suggests that there is an opportunity for people working at Melbourn Science Park to be considered first for the allocation of affordable housing. This is not acceptable to the Working Party who propose that the allocation of affordable homes follow the South Cambs Housing Needs document. For Melbourn this is a three stage approach:
 - 1. Initial allocation to people on the Melbourn Housing List
 - 2. Any remaining to be offered to people on surrounding villages Housing List
 - 3. The residue, if any, to be offered to people in South Cambs
 - c. It is interesting to note that the developer has included bungalows in the affordable housing mix as a result of pressure being applied by the working party.
 - d. Staircasing on the part equity share to be 80% with no covenant for onward sale.
8. Landscaping
- a. The landscaping proposals along Cambridge Road suggest the planting of small trees. We need to know species and full height.
 - b. The landscaping strategy suggests that it will take 15 years for the landscaping to soften the impact of the development. This is too long and is unacceptable and further discussion is necessary on the use of more mature planting in agreed locations.

Response from Orchard Surgery, Melbourn

From: TOMKINS, Reginald (ORCHARD SURGERY,MELBOURN)

Sent: 17 July 2017 13:51

To: Parish Clerk

Subject: Fw: Melbourn Parish Council - proposed developments of 199 and 160 homes

Thank you for your email highlighting the building of more houses.

The increase in population will add to an already stretched healthcare system. The current NHS contract with the NHS means we will have to attempt to cope.

The political landscape is not conducive of major long term investment by small Practices.

The main political driver, supported by the local NHS, is working at scale. This involves small practices being integrated into some form of larger organisation. Whereas this may be the only way forward in the long term the Doctors would like to maintain a local Practice for as long as possible.

As we stand at the moment we will endeavour to cope with the increase in workload but it will necessitate changes in the manner services are delivered and with potential extension in the waiting times to be seen.

Regards

Reg Tomkins

Practice Manager

Orchard Surgery

Melbourn

From: Parish Clerk <parishclerk@melbournpc.co.uk>

Sent: 13 July 2017 10:19 AM

To: RUSSELL, Sarah (NHS CAMBRIDGESHIRE AND PETERBOROUGH CCG)

Subject: Melbourn Parish Council - proposed developments of 199 and 160 homes

Dear Practice Manager, Reg Tomlinson at Orchard Road Surgery Melbourn

As you will be aware there are currently planning applications in place for further housing developments in the village for 199 and 160 homes.

Melbourn Parish Council would like to establish the capability of the practice to take on more patients at this moment in time or in future given the proposed applications above.

I look forward to hearing from you

Kind regards

Sarah Adam

Melbourn Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 option 3

<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

APPENDIX B

I HAVE ALWAYS LIVED IN A TOWN WHERE NO ONE HAS ANY INTEREST IN ANY THING LOCAL, BUT IN A VILLAGE MOST PEOPLE ARE INTERESTED WHAT IS GOING ON LOCALLY WHEN ENCOURAGED BY LOCAL GROUPS.

I HAVE ALWAYS WORKED IN THE BUILDING INDUSTRY FROM A TRADE APPRENTICE UP TO SENIOR BUILDING SITE MANAGER, I HAVE 2 BOYS BOTH MARRIED WITH 4 GRAND CHILDREN 19-25 years of age

L. Brook

Colin Brookings - PC62117

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : COLIN BROOKING

| Experience and skills : Parish Councillors | | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) | | | | |
|--|--|--|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| Understanding and/or experience of ... | | | | | | |
| Parish Council | | | ✓ | | | |
| Local government | | | ✓ | | | |
| Civil service | | | ✓ | | | |
| Professional skills | | | | | | |
| Experience of chairing board / committee meetings | | | | ✓ | | |
| Experience of professional leadership | | | | | ✓ | |
| Financial planning / management | | | ✓ | | | |
| Mediation | | | | ✓ | | |
| IT | | | ✓ | | | |
| Strategic planning | | | ✓ | | | |
| Training Received (please give brief details of specific area of training) | ALL BUILDING RELATED | | | | | |
| Skills that may be useful on Parish Council Committees | | | | | | |
| Financial planning / management | | | ✓ | | | |
| Procurement / tenders | | | ✓ | | | |
| Health and Safety | | | | ✓ | | |
| Insurance | | ✓ | | | | |
| Pensions | | | ✓ | | | |
| HR | | | | ✓ | | |
| Legal (please give brief details of specific area of expertise) | | ✓ | | | | |
| Premises and facilities management | | | | ✓ | | |
| Please give brief details of particular local interest / knowledge | | | | | | |
| <u>Planning</u> | MANY YEARS BUILDING FLATS HOSPITALS SCHOOL & HOUSES | | | | | |
| <u>Youth work</u> | DRIVER FOR LUNCH CLUBS | | | | | |
| <u>Conservation</u> | LOCAL AMENITIES | | | | | |
| <u>Volunteering</u> | POSTING LEAFLETS FOR THE VILLAGE PLAN | | | | | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

| | | | | |
|---|--|--|--|---|
| Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training | | | | |
| PLANNING LAWS | | | | ✓ |
| There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples: | | | | |
| Selflessness : you should act in the public interest | | | | |
| ALWAYS READY TO SEE BOTH SIDES OF A STOREY | | | | |
| Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates | | | | |
| LISTEN TO EVERY ONE & MAKE MY OWN MIND UP | | | | |
| Objectivity : you should act impartially, fairly and on merit | | | | |
| IN MY ROLL OF A EMPLOYER MERITE NOT PERSONAL CIRCUMSTANCES | | | | |
| Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability | | | | |
| NOTHING TO HIDE | | | | |
| Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure | | | | |
| I AM HAPPY TO ACCOUNTABLE FOR MY DESSITIONS | | | | |
| Honesty : you should always be truthful | | | | |
| NEVER TELL LIAS, HONESTY IS THE EASEY WAY | | | | |
| Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour | | | | |
| INSTRUCT ANY ONE WHO IS OUT OF LINE IN THE PARISH | | | | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : COLIN BROOKING

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

| DISQUALIFICATIONS | |
|---|---------------------|
| (To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor) | |
| Are you the subject of a Bankruptcy Restrictions Order or Interim Order? | Yes / No |
| Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Yes / No |
| Are you disqualified by Order of a Court from being a member of a local authority? | Yes / No |

Melbourn Parish Council
F.A.O. The Parish Clerk
Melbourn Community Hub
30 High Street
Melbourn
Royston
SG8 6DZ

By Email to: parishclerk@melbournpc.co.uk

19 July 2017

Dear Sirs

Application for Position of Parish Councillor, Melbourn Parish Council

I am writing to apply for the position of Parish Councillor on Melbourn Parish Council.

I enclose the completed application form.

Although I only moved to Melbourn in April 2017, I have lived close by, in Heydon, for the last 29 years, and before that in Cambridge.

Should the opportunity arise, I would like to join Melbourn Parish Council, as I have an interest in local community matters. I am interested in all issues affecting the life and wellbeing of the village, and I would like to be involved in decision-making about the future of Melbourn.

I believe that my education and experience would enable me to carry out the duties and responsibilities of a Parish Councillor. I am a qualified solicitor and have worked in that capacity for the last 20 years. My particular area of expertise is immigration, which gives me a broad perspective on a wide range of community issues. I believe that my training as a solicitor has provided me with a sense of fairness and a willingness to listen to and help people.

Regarding the Nolan Principles, I believe that my legal training and experience as a solicitor has required me to put into practice many of these principles. For example:

1. Selflessness: Although I have not held public office before, this concept is not new to me. For example, as a Legal Aid solicitor, I am used to considering whether the public interest can justify the spending of public money. Furthermore, for the last 11 years I have worked as a solicitor in the "not-for-

- profit" sector. My duties included giving weekly advice sessions on a *pro bono* basis at the drop-in service run by the organisation I worked for.
2. Integrity: The Law Society has strict rules regarding integrity. Solicitors' training emphasises the obligation on lawyers not to be influenced by considerations of financial gain in the advice given to clients. In particular, in my work as a Legal Aid lawyer I have had considerable experience of making claims on the Legal Aid Fund and, in doing so, ensuring that such claims are "reasonable".
 3. Objectivity: My legal training has taught me the importance of objectivity in giving advice to clients. For example, when dealing with a client seeking asylum in the UK, as I did regularly in my work, it was vital to give him/her an objective view of his/her chances of gaining asylum in the UK, even though this might mean refusing him/her Legal Aid.
 4. Accountability: Reporting to clients is an important aspect of the service a solicitor provides to his/her clients. At every stage of a case information has to be provided to the client as to the possible course(s) of action to be taken and their respective consequences. Solicitors are required to have a complaints procedure and this has to be explained to clients at an early stage.
 5. Openness: Transparency is required in the solicitor/client relationship and I have a good deal of experience of this. A detailed explanation must be given for recommending a certain course of action. For privately-paying clients a detailed breakdown of costs must be given so that the client is aware at all stages of the amount of future costs and the reasons for incurring such costs. Clear advice on all issues at the outset saves argument and resentment at the close of a case.
 6. Honesty: It goes without saying that honesty must form the basis of the solicitor/client relationship. For example, it is important, when advising a client on the prospects of winning his/her appeal against a negative Home Office decision to be truthful about the possible consequences of losing the appeal. If false hope is given, this may have disastrous consequences for solicitor and client alike.
 7. I agree with the principle that holders of public office should apply these principles in their own behaviour, as I have tried to do in my work as a solicitor.

Regarding experience of financial planning, as a solicitor working within the strictures of a Legal Aid contract, financial planning was something I acquired considerable experience of. I also worked for many years as part of a team and acquired a good deal of experience of strategic planning.

Before qualifying as a solicitor I worked for 8 years in publishing. I ran the Rights Department at the Cambridge University Press for 4 years. This gave me experience of chairing meetings, financial planning, budgeting, leadership and management, all of which were, I believe, good experience for the role of a Parish Councillor.

I look forward to hearing from you.

Yours faithfully

Richenda Buxton (Ms)

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : RICHENDA BUXTON

| Experience and skills : Parish Councillors | | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) | | | | |
|---|----------------------|--|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| Understanding and/or experience of: | | | | | | |
| Parish Council | } understanding of ! | | | ✓ | | |
| Local government | | | | ✓ | | |
| Civil service | | | | ✓ | | |
| Professional skills: | | | | | | |
| Experience of chairing board / committee meetings | | | | ✓ | | |
| Experience of professional leadership | | | | ✓ | | |
| Financial planning / management | | | | ✓ | | |
| Mediation | | | ✓ | ✓ | | |
| IT | | | | ✓ | | |
| Strategic planning | | | | ✓ | | |
| Training Received (please give brief details of specific area of training) SOME AREAS OF MY LEGAL TRAINING INCLUDE SOME OF THE ABOVE | | | | ✓ | | |
| Skills that may be useful to a parish council or its committee: | | | | | | |
| Financial planning / management | | ✓ | | ✓ | | |
| Procurement / tenders | | | | ✓ | | |
| Health and Safety | | ✓ | | | | |
| Insurance | | ✓ | | | | |
| Pensions | | ✓ | | | | |
| HR | | ✓ | | | | |
| Legal (please give brief details of specific area of expertise) I AM A RETIRED SOLICITOR. AREA OF EXPERTISE: IMMIGRATION | | ✓ | | | | ✓ |
| Premises and facilities management | | ✓ | | | | |
| Please give brief details of particular local interest / knowledge: | | | | | | |
| Planning | | | | | | |
| Youth work | | | | | | |
| Conservation I BELONG TO A NUMBER OF ORGANISATIONS CONCERNED WITH CONSERVATION, E.G. CPRE, NATIONAL TRUST, WOODLAND TRUST, F.O.E. & RAMBLERS | | | | ✓ | | |
| Volunteering IN THE RECENT PAST I HAVE VOLUNTEERED FOR THE CAMBRIDGE REFUGEE SUPPORT GROUP, AMNESTY INTERNATIONAL AND THE LUTON LAW CENTRE. | | | | ✓ | | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

| Please give details of any part of your area of the Parish Council where you feel you would benefit from additional support or training | | | | | |
|---|--|--|--|--|--|
| PLANNING LAW & LOCAL FINANCE | | | | | |
| There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples. | | | | | |
| Selflessness : you should act in the public interest SEE COVERING LETTER: MY LEGAL TRAINING AND WORK AS A SOLICITOR HAVE REQUIRED ADHERENCE TO MANY OF THESE PRINCIPLES. | | | | | |
| Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates | | | | | |
| Objectivity : you should act impartially, fairly and on merit | | | | | |
| Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability | | | | | |
| Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure | | | | | |
| Honesty : you should always be truthful | | | | | |
| Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour | | | | | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : RICHENDA BUXTON

| LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR | |
|--|-----------------|
| (To qualify you must be able to answer 'Yes' to both of the questions below to serve as a councillor) | |
| Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? | Yes / <u>No</u> |
| Are you 18 or over? | Yes / <u>No</u> |
| (To qualify you must be able to answer 'Yes' to at least one of the questions below to serve as a councillor) | |
| Are you on the electoral register for Melbourn? <u>NOT YET BUT WILL BE SHORTLY</u> | Yes / No |
| Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year? <u>LIVED IN HEYDON FOR 29 YEARS</u> | Yes / <u>No</u> |
| Have you been the owner or tenant of land in the Parish of Melbourn for at least a year? | Yes / <u>No</u> |
| Have you had your only or main place of work in the Parish of Melbourn for at least a year? | Yes / <u>No</u> |

| DISQUALIFICATIONS | |
|---|-----------------|
| (Normally, you must be able to answer 'No' to all of the questions below to serve as a councillor) | |
| Are you the subject of a Bankruptcy Restrictions Order or Interim Order? | Yes / <u>No</u> |
| Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Yes / <u>No</u> |
| Are you disqualified by Order of a Court from being a member of a local authority? | Yes / <u>No</u> |

Melbourn Parish Council

Dear Ms Adams

Application for Parish Council Membership

Further to our telephone conversation the other day, I have detailed hereunder information about myself and reasons for wishing to become a Councillor.

In the first instance my wife and I have recently moved to Melbourn from Barley, where we lived for 16 years, being local people I know the general area quite well. Whilst living in Barley I joined the Barley Parish Council where I was actively involved for a number of years. My key roles were responsibility for the good order and maintenance of the Plaistow playing field, this incorporated the children's play area. Briefly this meant ensuring that trades people were engaged to undertake maintenance works including fencing grass cutting etc, also regular inspections by myself to ensure that everything was in good order. I am still directly involved with the local police in Royston regarding speed checks issues through the village, I have a good relationship with the local police. I was also actively involved as part of a working party to produce the village plan.

I am currently a sitting Magistrate, sitting regularly at Stevenage and Hatfield Magistrates Courts. This means that I have a good working knowledge of the law and how it affects the public. I also had to negotiate legal contracts for my employer detailed below.

Professionally I worked in the City of London for 37 years in the finance sector primarily involved in operational management for large International banks. I worked at UBS for the last 20 years of my banking career, I was an Executive Director at the bank. This meant that I had direct involvement in a number of key areas which I believe would assist me on the Parish Council. I had responsibility for large numbers of staff and client assets. I am happy to discuss in more detail my professional roles and responsibilities. Through my employer I was also very actively involved in mentoring schemes within schools assisting young adults (aged between 14-16) to acquire skills to better assist them for life once they left school specifically, self motivation communication skills and self belief.

The reasons I wish to become a Councillor are that I believe it is right to give something back to the community you live in and supporting the Parish in its role is a good way to do this. I also believe that having sat on Barley Parish and being retired I am well placed to assist the Council.



Graham Clark

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : GRAHAM STEVEN CLARK

| LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR | |
|--|---|
| (To qualify you must be able to answer 'Yes' to all of the questions below to serve as a councillor) | |
| Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? | Yes / <input checked="" type="radio"/> No |
| Are you 18 or over? | Yes / <input checked="" type="radio"/> No |
| (To qualify you must be able to answer 'Yes' to all of the questions below to serve as a councillor) | |
| Are you on the electoral register for Melbourn? | Yes / <input checked="" type="radio"/> No |
| Have you lived either in the Parish of Melbourn, or within three miles of its boundary, for at least a year? | Yes / No |
| Have you been the owner or tenant of land in the Parish of Melbourn for at least a year? | Yes / No |
| Have you had your only or main place of work in the Parish of Melbourn for at least a year? | Yes / No |

| DISQUALIFICATION | |
|---|---|
| (To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor) | |
| Are you the subject of a Bankruptcy Restrictions Order or Interim Order? | Yes / <input checked="" type="radio"/> No |
| Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Yes / <input checked="" type="radio"/> No |
| Are you disqualified by Order of a Court from being a member of a local authority? | Yes / <input checked="" type="radio"/> No |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : GRAHAM STEVEN CLARK

| Experience and skills ; Parish Councillors | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) | | | | |
|--|--|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Understanding and/or experience of: | | | | | |
| Parish Council | | | | ✓ | |
| Local government | ✓ | | | | |
| Civil service | ✓ | | | | |
| Professional skill | | | | | |
| Experience of chairing board / committee meetings | | | | | ✓ |
| Experience of professional leadership | | | | ✓ | ✓ |
| Financial planning / management | | | | ✓ | |
| Mediation | | ✓ | | | |
| IT | | ✓ | | | |
| Strategic planning | | | | ✓ | |
| Training Received (please give brief details of specific area of training) <i>Senior Executive at Major Bank courses etc</i> | | | | ✓ | |
| Other relevant skills and experience | | | | | |
| Financial planning / management | | | | ✓ | |
| Procurement / tenders | | | ✓ | | |
| Health and Safety | | | ✓ | | |
| Insurance | ✓ | | | | |
| Pensions | ✓ | | | | |
| HR | ✓ | | | | |
| Legal (please give brief details of specific area of expertise) <i>Magistrate. Negotiated contracts (with legal team)</i> | | | ✓ | | |
| Premises and facilities management | ✓ | | | | |
| Please give brief details of other skills and experience | | | | | |
| Planning <i>As far as we do not overland our town is the point of some sustainability Traffic plus services etc</i> | | | ✓ | | |
| Youth work <i>I have worked with young people on mentoring schemes and believe all young people deserve the best chance</i> | | | | ✓ | |
| Conservation <i>I am interested in maintaining our natural countryside for the benefit of all residents</i> | | | ✓ | | |
| Volunteering <i>I am happy to support initiatives. I have previously been involved in schemes all levels of support from planning to questionnaires to leaflet drops</i> | | | | ✓ | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

GRAHAM STEVEN CLARK

| Please give details of any points raised or the Parish Council when you feel you would benefit from additional support or training | |
|---|---|
| Difficult until I understand what areas are covered. However, I have never been directly involved with premises and property management. | ✓ |
| There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples. | |
| Selflessness: you should act in the public interest | At work I was always considering client first. Also being a Barley parish councillor, I had to put the public interest first. |
| Integrity: you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates | Being a Magistrate, I have to have the highest level of integrity. When voting on issues and the Parish Council, I would not vote on any where I could or my family could benefit. (Conflict of interest) |
| Objectivity: you should act impartially, fairly and on merit | This is clearly demonstrated through the Magistracy and was also the case at work. Through appraisals and good working practices. |
| Accountability: you should be prepared to submit to public scrutiny necessary to ensure accountability | I was accountable through Barley Parish Council also through my time as a Senior Executive in the Banking environment. I was CRB checked for a number of roles I had in the City. |
| Openness: you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure | With a large number of employees at work I always maintained an open approach to ensure loyalty and trust. The same applies with my time as Barley Parish Council & Magistracy. |
| Honesty: you should always be truthful | I have always adopted a totally honest approach both through work and socially. |
| Leadership: as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour | Being a Senior Executive has enabled me to develop good leadership skills. Also reinforced through the Magistracy. |

Melbourn Parish Council

Parish Clerk

From: BRIAN MADIYIKO [mailto: [REDACTED]]

Sent: 25 June 2017 19:06

To: Parish Clerk

Subject: re: councillor vacancies

Dear Sarah

Please see attached my cv for consideration for the councillor vacancies you are currently advertising.

I'm a chartered accountant by profession with over 10 years senior finance experience gained with well known FTSE 100 organisations.

I am married with a young family (two kids aged 4years and 2.5months) and my wife is a scientist working for Addenbrookes Hospital.

We lived in the South Cambridgeshire area for 5yrs, 4 years in Meldreth before we moved to Victoria, Melbourn last summer.

Please feel free to contact me on the mobile number provided below if you need any further information to support this application.

Regards,

Brian Madiyiko
[REDACTED]

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : BRIAN MADIYIKO

| Experience and skills : Parish Councillors | Level of experience / skill (rate on scale of 1 (none) to 5 (extensive)) | | | | |
|--|--|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Understanding and/or experience of ... | | | | | |
| Parish Council | ✓ | | | | |
| Local government | | ✓ | | | |
| Civil service | | ✓ | | | |
| Professional skills | | | | | |
| Experience of chairing board / committee meetings | | | ✓ | | |
| Experience of professional leadership | | | | ✓ | |
| Financial planning / management | | | | | ✓ |
| Mediation | | | | ✓ | |
| IT | | | | ✓ | |
| Strategic planning | | | | ✓ | |
| Training Received (please give brief details of specific area of training) | | | | | |
| <u>CERTIFIED ACCOUNTANT BY PROFESSION</u> | | | | | |
| Skills that may be useful on Parish Council Committees | | | | | |
| Financial planning / management | | | | | ✓ |
| Procurement / tenders | | | ✓ | | |
| Health and Safety | | | ✓ | | |
| Insurance | | | | ✓ | |
| Pensions | | | | ✓ | |
| HR | | | ✓ | | |
| Legal (please give brief details of specific area of expertise) | | ✓ | | | |
| Premises and facilities management | | ✓ | | | |
| Please give brief details of particular local interest / knowledge | | | | | |
| <u>Planning</u> I am very keen on getting involved in planning matters affecting our village and contributing towards making Melbourne a good place to live and raise families. | | | | ✓ | |
| <u>Youth work</u> | | | | | |
| <u>Conservation</u> I have a passion for preserving and protecting nature so as to benefit current and future generations. | | | ✓ | | |
| <u>Volunteering</u> I have always been involved in charitable work from a young age, a former member of the ROTARY CLUB and keen to continue doing voluntary work as a way of giving back to my local community. | | | | ✓ | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

| Please give details of any particular area/s of the Parish Council where you feel you would benefit from additional support or training | | | | | |
|--|--|--|--|--|---|
| Planning issues, | | | | | ✓ |
| There are seven Nolan principles that apply to the conduct of people in public life. Please give details that demonstrate when you have applied these principles in your work or other relevant examples: | | | | | |
| Selflessness : you should act in the public interest | | | | | |
| As an accountant you are entrusted to preserve and safeguard company assets, sometimes I have done with integrity and respect for other people through out my career. | | | | | |
| Integrity : you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates | | | | | |
| Always act with due respect and consideration for other people in all the companies I have worked for, which are some of which are big multinational corporations i.e. TESCO. | | | | | |
| Objectivity : you should act impartially, fairly and on merit | | | | | |
| I have always made decisions through out my career base on facts to make fair and concise decision. | | | | | |
| Accountability : you should be prepared to submit to public scrutiny necessary to ensure accountability | | | | | |
| As an accountant by profession, through out my career I have always completed my work with integrity and making sure all decision and figures are substantiated and meet the company internal control framework. | | | | | |
| Openness : you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure | | | | | |
| Through out my career I have always provided exact detail in work produced and provided clarity in the figures produced. | | | | | |
| Honesty : you should always be truthful | | | | | |
| Bound by my accounting body to be always honest in all dealing, something I have always lived by. | | | | | |
| Leadership : as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour | | | | | |
| Provide leadership and direction in current role and previous role at work and always challenge situation presented to get understanding to be able to make informed decision. | | | | | |

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04
Version 1
Review Date: Jan. 2018

Name : BRIAN MADYIKU

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

| DISQUALIFICATIONS | |
|---|---------------------|
| (To qualify you must be able to answer 'No' to all of the questions below to serve as a councillor) | |
| Are you the subject of a Bankruptcy Restrictions Order or Interim Order? | Yes / No |
| Have you, within the last five years, been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Yes / No |
| Are you disqualified by Order of a Court from being a member of a local authority? | Yes / No |

APPENDIX C

PC63/17 - The Clerks Report – 24th July 2017

Paper order for Parish Office and Melbourn Community Hub Management Group

When the Parish Council order paper for the office, it is cheaper to buy in bulk. MCHMG has asked if the Council can order their paper for them and the MCHMG will pay the Council back. This was agreed by The Clerk and now in place.

2x Fire safe move from Melbourn Community Hub to Melbourn Car Park Workshop

This will now take place in early August.

Defibrillator

I am delighted to say that there is a defibrillator again located at the Hub. The previous unit had reached the end of its useable life and the Hub Management therefore looked for a cost effective way of restoring this service. An excellent relationship with the East of England Ambulance Service, who frequently use the Hub for meetings, has lead to them to offer a replacement unit, again sited in the foyer of the Hub. The Ambulance Service, who own the replacement unit, have supplied it free of charge, inclusive of servicing and staff training. The Hub is also now registered on the National Database of defibrillator access sites for the emergency services.

APPENDIX D

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

| Tn no | Cheque | Gross | Vat | Net | Invoice date | Details | Cheque Total |
|----------------|----------------------|---------|-------|---------|--------------|--|--------------|
| 1839 | BACS1707 26AC | £41.90 | £0.00 | £41.90 | 03/07/17 | Anita Cook - | £41.90 |
| 1 | | £22.00 | £0.00 | £22.00 | | CON 2 3/4 hours 83 High St | |
| 2 | | £19.90 | £0.00 | £19.90 | | CON 10 x Plants for 83 High St | |
| | | £41.90 | £0.00 | £41.90 | | Anita Cook - Total | |
| 1816 | BACS1707 26BWE | £130.00 | £0.00 | £130.00 | 22/06/17 | Barnaby Wolf Electrical - Supply and fit 2 lights in hub toilets and changing room | £130.00 |
| | | £130.00 | £0.00 | £130.00 | | Barnaby Wolf Electrical - Total | |
| 1853 | BACS1707 26BA | £180.00 | £0.00 | £180.00 | 12/07/17 | Beactive Melbourn Ltd - Hire of pavilion 6/13/20/27 June 17 | £180.00 |
| | | £180.00 | £0.00 | £180.00 | | Beactive Melbourn Ltd - Total | |
| 1856 | BACS1707 26BT | £47.40 | £7.90 | £39.50 | 08/07/17 | British Telecom - Broadband fee for workshop | £47.40 |
| | | £47.40 | £7.90 | £39.50 | | British Telecom - Total | |
| 1727DD170717CW | | £20.23 | £0.00 | £20.23 | 05/05/17 | Cambridge Water Company - Orchard Rd Cemetery CB Water April 17 - March 18 | £20.23 |
| | | £20.23 | £0.00 | £20.23 | | Cambridge Water Company - Total | |
| 1760 | BACS1707 26CAPALC | £105.00 | £0.00 | £105.00 | 11/07/17 | CAPALC - Chairmanship Training 6 and 15 JUNE AND 4 JULY | £105.00 |
| | | £105.00 | £0.00 | £105.00 | | CAPALC - Total | |
| 1858 | BACS1707 26CAPS | £10.00 | £0.00 | £10.00 | 19/07/17 | CAPS - Deduction of P Andrew Wages July | £10.00 |
| | | £10.00 | £0.00 | £10.00 | | CAPS - Total | |
| 1828 | P447 | £7.15 | £1.19 | £5.96 | 29/06/17 | Co-op Supermarket - Refreshments for meeting - S Adam | £7.15 |
| | | £7.15 | £1.19 | £5.96 | | Co-op Supermarket - Total | |
| 1836 | DD170712E ON | £48.47 | £2.31 | £46.16 | 27/06/17 | e.0n - Electricity Bill Old Rec Ground | £48.47 |

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

| Tn no | Cheque | Gross | Vat | Net Invoice date | Details | Cheque Total |
|-------|---------------------|-----------|---------|--|---|--------------|
| 1843 | DD170713E ON | £8.09 | £0.39 | £7.70 28/06/17 | e.0n - Electricity Bill Orchard Rd Cemetery | £8.09 |
| 1846 | DD170717E ON | £45.55 | £2.17 | £43.38 02/07/17 | e.0n - Electricity for new workshop | |
| 1847 | DD170717E ON | £9.92 | £0.47 | £9.45 30/06/17 | e.0n - Electricity Littlehands small storeroom | £55.47 |
| 1852 | DD170724E ON | £8.00 | £0.38 | £7.62 09/07/17 | e.0n - Electricity bill Pavilion | £8.00 |
| | | £120.03 | £5.72 | £114.31 e.0n - Total | | |
| 1751 | BACS1707 26GWE | £5,484.00 | £914.00 | £4,570.00 19/05/17 | Groundwork East - Youth club session April - July 2017 summer term | £5,484.00 |
| | | £5,484.00 | £914.00 | £4,570.00 Groundwork East - Total | | |
| 1849 | BACS1707 26H&CGM | £1,656.41 | £276.07 | £1,380.34 19/07/17 | Herts And Cambs Ground Maintenance Limited - | |
| 1 | | £1,400.40 | £233.40 | £1,167.00 | CEM Cemetery Maintenance | |
| 2 | | £256.01 | £42.67 | £213.34 | CON Monthly maintenance five areas S106 | |
| 1850 | BACS1707 26H&CGM | £366.00 | £61.00 | £305.00 19/07/17 | Herts And Cambs Ground Maintenance Limited - | £2,022.41 |
| 1 | | £312.00 | £52.00 | £260.00 | PLAY Cut old and new rec ground 22 June and 7 July 17 | |
| 2 | | £54.00 | £9.00 | £45.00 | CON Cut paths in Stockbridge Meadows 28 June 2017 | |
| | | £2,022.41 | £337.07 | £1,685.34 Herts And Cambs Ground Maintenance Limited - Total | | |
| 1866 | BACS1707 26HMRC | £5905.87 | £0.00 | £5905.87 20/07/17 | HM Revenue & Customs - Tax and National insurance july 2017 and wages | £5905.87 |
| | | £1,341.40 | £0.00 | £1,341.40 HM Revenue & Customs - Total | | |
| 1837 | BACS1707 26LS | £87.55 | £14.59 | £72.96 01/07/17 | LUCID Systems - Covered agreement August 2017 | £87.55 |
| | | £87.55 | £14.59 | £72.96 LUCID Systems - Total | | |
| 1848 | BACS1707 26MDL | £2,824.80 | £470.80 | £2,354.00 28/06/17 | MD Landscapes - Grass cut inners, verges, new areas April, May , June | £2,824.80 |

Signature
Date

Signature

20/07/17 06:08 AM Vs: 7.45

Page 2 of 4

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

| Tn no | Cheque | Gross | Vat | Net | Invoice date | Details | Cheque Total |
|-------|---------------------|-----------|---------|-----------|--------------|---|--------------|
| | | £2,824.80 | £470.80 | £2,354.00 | | MD Landscapes - Total | |
| 1838 | BACS1707 26MCHMG | £17.15 | £0.00 | £17.15 | 03/07/17 | Melbourn Community Hub Management Group - Lunch - x3 for training | |
| 1842 | BACS1707 26MCHMG | £161.26 | £0.00 | £161.26 | 04/07/17 | Melbourn Community Hub Management Group - FIT Payment | £178.41 |
| | | £178.41 | £0.00 | £178.41 | | Melbourn Community Hub Management Group - Total | |
| 1823 | P444 | £5.00 | £0.83 | £4.17 | 26/06/17 | Melbourn Garage - Fuel for mower | £5.00 |
| 1844 | P448 | £10.00 | £1.67 | £8.33 | 04/07/17 | Melbourn Garage - petrol for mower - K Rudge | £10.00 |
| | | £15.00 | £2.50 | £12.50 | | Melbourn Garage - Total | |
| 1867 | DD170726NP | £106.90 | £0.00 | £106.90 | 20/07/17 | Now Pensions - Direct Debit for July 17 Pensions | £106.90 |
| | | £106.90 | £0.00 | £106.90 | | Now Pensions - Total | |
| 1827 | P446 | £7.25 | £0.00 | £7.25 | 29/06/17 | Post Office - postage for annual return - S Adam | £7.25 |
| 1851 | P450 | £2.08 | £0.00 | £2.08 | 14/07/17 | Post Office - Posted for VAT return documents - Sarah Adam | £2.08 |
| | | £9.33 | £0.00 | £9.33 | | Post Office - Total | |
| 1824 | P445 | £20.10 | £3.35 | £16.75 | 28/06/17 | Rontec - Petrol for parish van | £20.10 |
| | | £20.10 | £3.35 | £16.75 | | Rontec - Total | |
| 1646 | DD170701S CDC | £242.00 | £0.00 | £242.00 | 01/07/17 | South Cambs District Council - Business rates for Melbourn Pavilion July 2017 | |
| 1656 | DD170701S CDC | £1,252.00 | £0.00 | £1,252.00 | 01/07/17 | South Cambs District Council - Business rates for Melbourn Car Park July 2017 | |

Signature
Date

Signature

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

| Tn no | Cheque | Gross | Vat | Net | Invoice date | Details | Cheque Total |
|--------------|--------------------|------------|-----------|------------|--------------|--|--------------|
| 1669 | DD170701S CDC | £67.00 | £0.00 | £67.00 | 01/07/17 | South Cambs District Council - Business rates for Cemeteries - 1 July 2017 | £1,561.00 |
| 1771 | DD170703S CDC | £18.16 | £0.00 | £18.16 | 25/05/17 | South Cambs District Council - direct debit trade refuse pavilion July 17 | £18.16 |
| | | £1,579.16 | £0.00 | £1,579.16 | | South Cambs District Council - Total | |
| 1825 | CHQ | £154.74 | £25.79 | £128.95 | 23/06/17 | South Cambs Motors - Reparis to van | £154.74 |
| | | £154.74 | £25.79 | £128.95 | | South Cambs Motors - Total | |
| 1855 | BACS1707 26UL | £120.00 | £20.00 | £100.00 | 18/07/17 | Unlimited Logos - Signed for 160 houses consultation | £120.00 |
| | | £120.00 | £20.00 | £100.00 | | Unlimited Logos - Total | |
| 1829 | DD170701 WESHUK | £18.00 | £3.00 | £15.00 | 01/07/17 | WESH UK - Website hosting | £18.00 |
| | | £18.00 | £3.00 | £15.00 | | WESH UK - Total | |
| 1845 | P449 | £3.50 | £0.58 | £2.92 | 03/07/17 | Wilko - bedding plants for Cross - K Rudge | £3.50 |
| | | £3.50 | £0.58 | £2.92 | | Wilko - Total | |
| Total | | £19,191.48 | £1,806.49 | £17,384.99 | | | |

Signature
Date

Signature

APPENDIX E

Melbourn Parish Council County Councillor Report July 2017

Children's Centre Consultation: A public consultation concerning the closure of many children's centres, and the demotion of many others, was announced. This runs until 22 September. The only purpose of the exercise is to save £1 million, as required following the controversial decision in February to freeze council tax (Conservative/UKIP supported). The freeze causes an extra cut of £5 million, replicating the same decision of the year before, so that the council is now £10 million worse off than it needs to be, over and above continuing central government cuts.

For Melbourn, the children's centre will no longer be located in the same building, but it isn't known where the new premises will be. It will be amalgamated with some children's health services that now operate from Orchard Rd premises. Bassingbourn, Linton and Caldecote will be 'redesignated' (closed). There is only one public consultation event for South Cambs, to take place in Waterbeach on September 15. All in all, there is very little information about how the new service will look.

Buses: The new timetable for the hourly 26 bus now begins. A number of Whippet bus deregistrations are taking place around the county, and the council is under pressure to find new operators. The 128 which connects Melbourn-Meldreth is due to have a new operator take over next week but there appear to be problems. The Cam Vale Bus Users Group has held its second meeting – mostly Meldreth & Bassingbourn residents who may soon be without any bus service.

County Council allowances: The council is required to commission an Independent Remuneration Panel to make recommendations on councillor allowances. The IRP made recommendations that would have reduced overall public spending on councillor allowances, and reconfigured the way the pot would have been dispersed across various roles in the new council.

The IRP proposals were rejected by the council's ruling Conservative group, which proposed a different scheme, increasing the pot by nearly £100K and creating unnecessary new additional remunerated roles. Two new committees have been formed, which be costly to run, as well as new 'Area Leads' for each district of the county. The Area Leads are generously remunerated and have no electoral mandate over the district areas outside their county divisions. I voted against this proposal.

Transport powers transferred to mayor: The County Council's constitution has now been amended to transfer transport powers to the new mayor. The council's function has significantly shrunk.

GP Out-of-Hours service: This moves from Chesterton Hospital to Addenbrooke's very shortly.

Cambs/Pet Clinical Commissioning Group proposed cut to IVF services: The cut would save the NHS £700K per year. The consultation has been extended until 31 July. The service currently allows one cycle of IVF treatment; this carries a 60% success rate. About 200 women annually currently receive this treatment. Please respond if you are concerned about this cut.

<https://www.cambridgeshireandpeterboroughhccg.nhs.uk/get-involved/consultations/ivfconsultation/>

Fire Authority: The Police and Crime Commissioner is proposing taking over the Fire Authority – amalgamating the two with one politician leading both. The County Council is unanimous across all political parties that this is a bad idea – two very different services with all power invested in one person. Please respond to the consultation: <http://www.cambridgeshire-pcc.gov.uk/police-commissioner-launches-consultation-changing-responsibility-fire-service/>

Cycle path: New signage is in. I'm chasing the uneven verge issues – apologies for the delay.

APPENDIX F

PC67/17

Recommendation from Finance and Good Governance Committee – 10th July 2017

The subject was raised relating to The Clerks discretionary spend of up to £500 and due to the tight budget should this be retained or not. The Clerk explained there are times when she does need to order urgent items that cannot wait until the next Parish Council meeting. Members felt if a categorising table was put in place and The Clerk perceives the item to be in Category A, The Clerk should approve immediately. If however the cost is over £500 and the item was seen as urgent The Clerk and The Chair would approve the spend. The Clerk will then report any urgent expenditure back to the Parish Council in her monthly Clerks Report.

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR HALES TO PROPOSE TO THE PARISH COUNCIL THAT THE CLERK RETAINS DISCRETIONARY SPEND BUT WILL BE MODERATED BY REFERENCE TO A CATEGORISATION LIST. THE CLERK SHOULD ALSO LIASE CLOSELY WITH WORKING PARTIES. ALL WERE IN FAVOUR. THIS WAS CARRIED.

APPENDIX G

From: Assistant Clerk
Sent: 21 June 2017 11:34
To: Parish Clerk
Subject: RE: Insurance

Hi Sarah

I called Mavis (re Almshouses) and Peter (History Group) to establish if they could put a monetary value on the records that we are currently holding in the fire safes. Both Mavis and Peter confirmed that whilst the documentation has historic value to anyone with an interest in the Almshouses or history group, they do not have a monetary value and would essentially be irreplaceable in the event of loss. Peter did confirm that any items/artefacts of value would be removed from the history safe before it is moved. There is therefore no value that we can provide to the insurance company.

I'm forwarding Andrew Bedding's email of 26 May. I spoke to him today just to clarify. He confirmed that the PC's insurance cover includes the cost of reproducing/replacing any records that we hold. As far as records held on behalf of other groups, he confirmed that we would be insurance provided that we noted that we will be responsible for the documents and that the PC has an interest in them.

Many thanks
Claire

Claire Littlewood
Assistant to Melbourn Parish Clerk

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

Tel: 01763 263303 (option 3)

assistantclerk@melbournpc.co.uk

<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.

My working days are Wednesday, Thursday and Friday

From: Assistant Clerk
Sent: 15 June 2017 10:34
To: Parish Clerk
Subject: RE: Insurance

Hi Sarah

I called Came & Co this morning. Before they can give us an idea of the cost of adding these items to our insurance, they need to know the replacement value. However, they did confirm that it is possible to include items on the PC insurance even though they are not owned by the PC.

I spoke to Peter Simmonette to get an idea of the value of the history group stuff. He confirmed that it's most likely just historical value rather than actual value. He will speak to Ann Dekkers and get back to us early next week.

Many thanks

Claire

Claire Littlewood
Assistant to Melbourn Parish Clerk

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

Tel: 01763 263303 (option 3)

assistantclerk@melbournpc.co.uk

<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.

My working days are Wednesday, Thursday and Friday

Parish Clerk

From: Local Councils <Local.Councils@cameandcompany.co.uk>
Sent: 26 May 2017 10:45
To: Assistant Clerk
Subject: RE: Melbourn Parish Council - Storage of fireproof safes

Dear Claire

Thank you for your email.

There is no insurance stipulation that these records must be stored at the Community Hub. Provided any alternative location is kept secure and reasonable precautions are taken to prevent damage by events such as fire or flooding this is adequate for insurance purposes.

In terms of loss or damage cover; the actual records will have very little monetary value . However, if they were damaged or destroyed by an insured event the policy we arrange with Aviva will meet the cost of replacing the value of the materials and the labour/computer time spent in reproducing them.

With regard to the records kept for the local history group; 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.

I trust this advice is of assistance but please contact me again if any further questions arise.

Kind Regards

Andrew Bedding

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY
Direct Dial: 01483 462891
Mobile: 07780 483359
email: local.councils@cameandcompany.co.uk

Came & Company Local Council Insurance is a trading style of Stackhouse Poland Limited which is authorised and regulated by the Financial Conduct Authority. Our Firm Reference Number (FRN) is 309340.

Registered in England No 1163431

Registered office: New House, Bedford Road, Guildford, Surrey GU1 4SJ
Authorised and Regulated by the Financial Conduct Authority to sell general insurance products. Our firm reference number is 309340. This information may be checked on the FCA's Register by visiting their website or contacting them on 0845 606 9966.

Member of British Insurance Brokers' Association (BIBA)

NOTE: The information in this email is confidential and may be legally privileged. If you are not the intended recipient, you must not read, use or disseminate that information. Although this email and any attachments are believed to be free of any virus or any other defect which might affect any computer or IT system into which they are received and opened, it is the responsibility of the recipient

to ensure that they are virus free and no responsibility is accepted by Stackhouse Poland Limited for any loss or damage arising in any way from receipt thereof.

From: Assistant Clerk [mailto:assistantclerk@melbournpc.co.uk]
Sent: 24 May 2017 11:36
To: Local Councils <Local.Councils@cameandcompany.co.uk>
Cc: Parish Clerk <parishclerk@melbournpc.co.uk>
Subject: RE: Melbourn Parish Council - Storage of fireproof safes

Dear Andrew

Sarah has forwarded your email on to me to clarify a couple of points:

- The bulk of the documentation in the fire safe relates to cemeteries and burials, including our original Register of Graves and Burial Books. These Registers/Books contain a great deal of historical information and are originals (there are no other copies). Can you please advise if we are bound to keep these important documents on site and whether we are insured against loss or damage to them if they are moved off site?
- We also hold some information for a local history group. This group worked closely with the Parish Council in the preparation of two publications relating to the history of Melbourn. However, it doesn't look as if group was a formal committee of the Parish Council. Can you please advise if any documentation that we hold on their behalf is covered by our insurance policy.
-

Many thanks for your help.

Kind regards
Claire

Claire Littlewood
Assistant to Melbourn Parish Clerk

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

Tel: 01763 263303 (option 3)

assistantclerk@melbournpc.co.uk

<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.

My working days are Wednesday, Thursday and Friday

From: Local Councils [mailto:Local.Councils@cameandcompany.co.uk]
Sent: 17 May 2017 14:36
To: Parish Clerk
Subject: Melbourn Parish Council - Storage of fireproof safes

Dear Sarah,

Further to our telephone conversation today I am writing to confirm that there is no issue from an insurance perspective if these safes are relocated from The Hub to the Car Park Workshop.

In the event any documents which are either owned by or the responsibility of the Parish Council to insure are stolen or damaged the policy we arrange with Aviva will meet the cost of replacing the value of the materials and the labour/computer time spent in reproducing them.

I trust this information is of assistance but please contact me again if any further questions arise.

Kind Regards

Andrew Bedding

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY
Direct Dial: 01483 462891
Mobile: 07780 483359
email: local.councils@cameandcompany.co.uk

Came & Company Local Council Insurance is a trading style of Stackhouse Poland Limited which is authorised and regulated by the Financial Conduct Authority. Our Firm Reference Number (FRN) is 309340.

Registered in England No 1163431

Registered office: New House, Bedford Road, Guildford, Surrey GU1 4SJ
Authorised and Regulated by the Financial Conduct Authority to sell general insurance products. Our firm reference number is 309340. This information may be checked on the FCA's Register by visiting their website or contacting them on 0845 606 9966.

Member of British Insurance Brokers' Association (BIBA)

NOTE: The information in this email is confidential and may be legally privileged. If you are not the intended recipient, you must not read, use or disseminate that information. Although this email and any attachments are believed to be free of any virus or any other defect which might affect any computer or IT system into which they are received and opened, it is the responsibility of the recipient to ensure that they are virus free and no responsibility is accepted by Stackhouse Poland Limited for any loss or damage arising in any way from receipt thereof.

APPENDIX H

MELBOURN PARISH COUNCIL GENERAL MAINTENANCE – INSPECTION REPORT FORM

Cllr. Name:

Date of Inspection:

Road Name

Location of Finding – e.g. house/street light ref. no.

Findings/Recommendations

Signature:

Date:

Notes to Cllrs. carrying out Area Road Inspections:

1. Only report issues that are **substantial** and definitely require **EITHER** action and/or resource from the Parish Council, **AND/OR** can be properly justified to a resident or the local authority as being required.
2. Please make a digital image of the problem if possible and include this along with the written report on the form overleaf.
3. You will have been allocated a group of roads to inspect at least once every quarter. Please inspect them all. You need only report on substantial findings. It will be assumed all roads allocated to you will have been inspected, even if there is nothing to report on particular roads. However, please let the Clerk know if there is nothing at all to report at the end of a reporting period so that a check exists that all inspections have been completed. See below for examples of the information required.

| Road Name | Location | Findings/Recommendations |
|---------------|----------------------------|---|
| Example Road | No. 2 | Hedge overhanging pavement and obstructing/reducing width. Advise resident to cut hedge. Image supplied |
| Problem Close | Junction with Example Road | Broken street sign. Image supplied. Clerk to advise on action. |

4. This checklist will help your inspection:

- Hedges. Look if these are overhanging or projecting into public footpaths and roads or covering signs. Are they on private or public property? Do you have to step into the road or duck down to avoid overhanging branches?
- Trees. As above, and note dead, potentially dangerous branches.
- Gullies. Blocked, broken or missing. Water leaks in unusual places.
- Lighting. Working or not, dirty, broken or opaque lens. Access covers broken/missing. Lights operating at the wrong time or constantly. **Add faulty light index number (on lighting column) to the report form.**
- Signage (public). Missing, defaced, broken, bent or dirty. Are signs clearly visible? Include road signs.
- Graffiti. Unacceptable wherever it is.
- Vandalism of any kind.
- Pavements. Dangerous trip hazards, encroaching grass reducing pavement width
- Street furniture. Seats, state of repair/cleanliness, waste bins etc. damaged or missing.
- Potholes in highways and footpaths (40mm deep is the action level for roads, but less is reportable on footpaths). Missing or faint road markings.

Please carry out inspections at least once per quarter, or whenever a significant issue arises. Return your findings to the Parish Clerk for consideration and action.

Councillors Road Allocations

Melbourn

| | | | | | | | | | | | | | | | |
|--------|---|-----------|---|---------|---|---------|---|--------|---|--------|---|--------|---|--------------|----|
| CROSS | 6 | HALES | 7 | SIVA | 5 | REGAN | 5 | TRAVIS | 5 | PORTER | 7 | Vacant | 0 | Vacant | 0 |
| NORMAN | 4 | KILMURRAY | 7 | SHERWEN | 6 | GATWARD | 6 | HART | 5 | Vacant | 0 | Vacant | 0 | Private Rd's | 15 |

TOTAL
ROADS
ROADS TO
INSPECT

78

63

| | Road name | Cllr responsibility | Description | Clarify Status | Governing Authority | Grass etc |
|----|--|---------------------|---|----------------|-------------------------|-----------|
| 1 | Cooks Garden | CROSS | | | SCDC - PRIVATE | |
| 2 | Dickasons | CROSS | | | CCC | MPC |
| 3 | Lordship Lane | CROSS | | | CCC | NO GRASS |
| 4 | Ogden Close | CROSS | | | CCC SCDC | SCDC |
| 5 | Thatcher Stamfords Close | CROSS | | | CCC | MPC |
| 6 | The Moor | CROSS | | | CCC | MPC |
| 7 | Bury Lane | GATWARD | | | CCC | MPC |
| 8 | Little Lane | GATWARD | | | CCC | NO GRASS |
| 9 | Meeting Lane | GATWARD | | | CCC | NO GRASS |
| 10 | Royston Rd | GATWARD | | | CCC | MPC |
| 11 | The Lawns | GATWARD | | | CCC | MPC |
| 12 | The Lawns Close | GATWARD | | | CCC | MPC |
| 13 | Ash Grove | HALES | | | CCC | NO GRASS |
| 14 | Beechwood Ave | HALES | | | CCC | MPC |
| 15 | Cedar Close | HALES | | | CCC | MPC |
| 16 | Elm Way | HALES | | | CCC - MPC | MPC |
| 17 | Maple Way | HALES | | | CCC | MPC |
| 18 | New Road | HALES | | | CCC | MPC |
| 19 | Victoria Way | HALES | | | Cambridge Housing Assoc | CHS |
| 20 | Chapmans Close | HART | | | CCC | MPC |
| 21 | Cross Lane | HART | | | CCC | MPC |
| 22 | Dolphin Lane | HART | | | CCC | MPC |
| 23 | High Street (The cross to The Moor) | HART | | | CCC | MPC |
| 24 | Rose Lane | HART | | | CCC | MPC |
| 25 | Back Lane | KILMURRAY | | | CCC | MPC |
| 26 | Greenbanks | KILMURRAY | | | CCC | MPC |
| 27 | High Street (Dolphin Lane to Rovston Rd) | KILMURRAY | | | CCC | MPC |
| 28 | London Way | KILMURRAY | | | CCC | CCC |
| 29 | Orchard Rd (New Rd to Russet Way) | KILMURRAY | | | CCC | MPC |
| 30 | Orchard Rd (New Rd to Water Lane) | KILMURRAY | | | CCC | MPC |
| 31 | Water Lane | KILMURRAY | | | CCC | MPC |
| 32 | Church Walk | | | | | |
| | | | Footpath leading from High Street to All Saints Church hall | | CCC | MPC |
| | | NORMAN | | | | |

| | | | | | | |
|----|---|---------|----------------------------------|---|----------------------------------|--------------|
| 33 | High Street (The Cross to Dolphin lane) | NORMAN | | | CCC | MPC |
| 34 | Station Rd | NORMAN | | | CCC | MPC |
| 35 | Vicarage Close | | | | SCDC - Edward Storey | SCDC |
| 36 | Beeton Close | PORTER | | | CCC - SCDC | MPC |
| 37 | Carlton Rise | PORTER | | | CCC | MPC |
| 38 | Clear Crescent | | | | | SCDC - |
| 39 | Haggers Close | PORTER | | | CCC - SCDC | MPC |
| 40 | Norgettes Lane | PORTER | | | CCC - SCDC | SCDC |
| 41 | Orchard Way | | | | CCC | MPC - |
| 42 | Trigg Way | PORTER | | | CCC | SCDC |
| 43 | Brooksbank | PORTER | | | CCC - SCDC | SCDC - MPC |
| 44 | Cawdon Row | Private | Private road | | Hundred Houses | MPC |
| 45 | Garden End | Private | Private road | | Private road | Private road |
| 46 | Lantern View | Private | Private road | | Private road | Private road |
| 47 | Meadow Way | Private | Private road | X | Private road | Private road |
| 48 | Moat Lane | Private | Private road | | Private road | Private road |
| 49 | Old Foundry Close | Private | Private road | X | Private road | Private road |
| 50 | Prime Close | Private | Private road | X | Private road | Private road |
| 51 | Pryors Orchard | Private | Private road | X | Private road | Private road |
| 52 | Rupert Neve Close | Private | Private road | | Private road | Private road |
| 53 | Saxon Way | Private | Private road | | Private road | Private road |
| 54 | Star Mews | Private | Private road and industrial area | | Private road and industrial area | Private road |
| 55 | Stockbridge Meadows | Private | Private road | | Private road | Private road |
| 56 | Trayles | Private | Private road | | Private road | Private road |
| 57 | Whiting Way | Private | Private road | | Private road | Private road |
| 58 | Fordham Way | Private | Private road and industrial area | | Private road and industrial area | Private road |
| 59 | John Impey Way | REGAN | | | CCC - SCDC | SCDC - MPC |
| | | REGAN | | | SCDC | SCDC |

| | | | | |
|----|---------------------------------------|---------|----------------|-----------|
| 60 | Mortlock Close | REGAN | CCC | MPC |
| 61 | Mortlock Street | REGAN | CCC | NO GRASS |
| 62 | Palmers Way | | | SCDC - |
| | | REGAN | CC - SCDC | MPC |
| 63 | Barham Court | SHERWEN | CCC | NO GRASS |
| 64 | Drury Lane | SHERWEN | CCC | NO GRASS |
| 65 | Hale Close | SHERWEN | CCC | MPC |
| 66 | Medcalfe Way | | | SCDC - |
| | | SHERWEN | CCC - SCDC | MPC |
| 67 | Portway | SHERWEN | CCC - SCDC | NO GRASS |
| 68 | Russet Way | | | SCDC - |
| | | SHERWEN | CCC - SCDC | MPC |
| 69 | Chalkhill Barrow | SIVA | CCC - MPC | MPC |
| 70 | Chapel Lane | SIVA | CCC | MPC |
| 71 | Greengage Rise | SIVA | CCC | MPC |
| 72 | Orchard Gate | SIVA | CCC | MPC |
| 73 | Spencer Drive | SIVA | CCC | MPC |
| 74 | Armingford Crescent | TRAVIS | CCC - MPC | MPC |
| 75 | Bramley Ave | | CCC (PART) - | |
| | | TRAVIS | SCDC | SCDC |
| 76 | Cambridge Rd (Portway to The Moor) | TRAVIS | CCC | MPC |
| 77 | Hinkins Close | TRAVIS | SCDC | SCDC |
| 78 | Worcester Way | | METROPOLITAN - | |
| | | TRAVIS | MPC | MET - MPC |

APPENDIX I

DRAFT

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY JUNE 2017

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

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

Membership

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

Quorum

The committee will be quorate if 3 councillors are present.

Meetings

The committee will meet as regularly as required.

Terms of Reference

1. To design and implement a plan to keep all interested parties informed of progress on developments and strategic plans as delegated by the Parish Council.
2. To keep the Parish Council up to date with all issues relating to delegated developments and strategic plans.

3. To identify the information needed to assess the suitability of any significant future planning applications, and establish how to collect that information. Undertaking where necessary negotiations with infrastructure providers and statutory bodies.
4. Identify potential local issues to be included as conditions in any future planning approval
5. Monitor conditions included in any planning approval
6. The Parish Council has delegated monitoring of planning consent conditions to the FWP who may depending on circumstances and issues sub delegate to sub groups for specific conditions.

APPENDIX J

TERMS of REFERENCE: Parish Maintenance Working Party

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Working Party
- SCOPE:** This document covers all those activities related to the planning and execution of **maintenance**, with respect to assets (other than buildings) owned by and external landscapes encompassed within the responsibility of the Melbourn Parish Council
- DEFINITIONS:** **Parish Council Maintenance Working Party** – ‘Working Party’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Clerk to Melbourn Parish Council – ‘the Clerk’
Planned Maintenance – work done in accordance with a planned timeline
Unplanned Maintenance – work done in response to unforeseen events

1. Membership & Controls

- 1.1 The Working Party will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include employees of and service providers/contractors to the council, should they wish to serve.
- 1.2 The Clerk will advertise as needed for members of the public to join the Working Party.
- 1.3 The Working Party will elect a chair and vice chair from among its members. In the absence of the chair or vice chair at a meeting the Working Party will elect any member to act as chair for that meeting.
- 1.4 The Working Party will need a minimum of three Working Party members in attendance in order to be deemed quorate, and in such circumstances at least two must be Councillors.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual General Meeting.
- 1.7 The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.
- 1.8 The Working Party will not have powers of spend, but may make recommendations for approval to spend at Council meetings when required.

2. Reporting

- 2.1 Meetings will not be recorded and will not be public.
- 2.2 A report from the Working Party will be available monthly to Council. A copy of the Meeting Notes will, after approval, be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual General Meeting

3. Terms of reference

- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2 To oversee and manage planned and unplanned maintenance covering the following categories: -
 - The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
 - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
 - General Litter management and village appearance
 - Allotments
 - Drains and Drainage
 - Highways
- 3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Working Party to : -
 - Confirm the Assets requiring maintenance or eventual replacement
 - Agree the frequency of inspection/assessment of condition
 - List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
 - Create a master maintenance schedule
 - Assist with the costing and forward budgeting of the maintenance tasks identified
 - Recommend the provision of material or people resources required to match planned maintenance

- 3.4 To assist with the management of maintenance resources, through actively contributing to: -
- Assistance with contract setting and advice on management of on-going contract work
 - Assistance with recruitment, training and use of volunteers
 - Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
 - Budgeting and Precept-setting for planned and unplanned maintenance
- 3.5 To develop new projects and activities that benefit the wider village environment, such as: -
- Tree, shrub and flower planting schemes
 - Cemeteries forward planning
 - Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
 - Development of play and other facilities for young people.

And bring these to the Council for consideration and approval

- 3.6 To assist the Council compliance with guidelines and regulations, including: -
- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
 - Recommendations affecting Council public liability and other insurance
 - Cemetery and burial rules and regulations
 - Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
 - Planning
 - Compliance with specific agreements on the management of Council assets, such as New Road Cemetery and Stockbridge Meadows
 - Assist with the development and setting of a general contract framework

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Review Policy: Annual

APPENDIX K

Funeral Director contacts Parish Office on behalf of bereaved family to book provisional date for burial



Parish Office sends out Rules & Regs with supporting forms for signature and return

FORM 1 : Rules & Regs
FORM 2 : Interment Terms of Agreement (Funeral Director)
FORM 3 : Interment Terms of Agreement (Next of Kin)
FORM 4 : Interment Terms of Agreement (Stonemason)
FORM 5 : Notice of Interment
FORM 6 : Burial Charges and Eligibility criteria



Note: It is the Funeral Director's responsibility to ensure forms are signed and returned. No plot will be allocated or date agreed without the signed forms.



Once completed forms and payment are received, Clerk will allocate a plot, inform Funeral Director and confirm date



Note: Plots are unreserved but the family may discuss preferences with the Parish Clerk



Exclusive Right of Burial Form to be prepared by Parish Clerk and sent to Funeral Director for safe keeping by family



Note: In the event of re-opening of a grave, check that the Exclusive Right of Burial has been transferred to surviving next of kin.



FORM 7: Request for Re-Registration of Exclusive Right of Burial

New Road Cemetery, Melbourn

Rules and Regulations

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

1 General

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least 3 consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.
- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).

- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Councils' expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 6a and 6b for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees

Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.

2 **Right of Access**

- a. The cemetery is open to visiting public from sunrise to sunset. There is no right of way into or through the cemetery.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and

associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

3 **Conduct.**

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
 - i. Create any disturbance in a cemetery.
 - ii. Commit any nuisance in a cemetery.
 - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
 - iv. Play any game or sport in a cemetery.
 - v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. No dogs except Guide dogs, allowed within the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.

- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

4 Arrangements for a Burial

Will funeral directors please ensure the rules specified under **1. General** have been complied with before commencement of any burial arrangements.

- a. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- b. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- c. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- d. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.
- e. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- f. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- g. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- h. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.

- i. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- j. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- k. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 5.i and 5.j)
- l. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- m. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- n. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- o. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- p. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.
- q. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- r. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- s. The location of any non-private grave shall be determined by the Clerk to the Council

5. **Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial

will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.

- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
 - i. be buried in that grave.
 - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
 - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I)
 - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).
- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

6. **Burials and Interments**

- a. The plot size for a grave shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in). The grave headstone base may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm wide and 460mm deep. The total height of the headstone base and headstone together must not to exceed 940mm measured from the concrete base. (see also 1j-i)
- b. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- c. The headstone base size for cremated remains shall be a maximum of : 460mm (1ft 6in) x 460mm (1ft 6in) and the total height from the concrete base shall not exceed 760mm (2ft 6in)
- d. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- e. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- f. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them.
- g. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.
- h. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.
- i. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- j. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000 mm below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- k. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150 mm in thickness.

- l. All coffined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- m. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- n. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- o. Shrouded bodies will only be accepted for direct to grave burials.
- p. Interment in a grave with the coffin lid removed shall not be permitted.
- q. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- r.
 - i. All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
 - ii. In the case of a stillborn child, no age shall be recorded.
 - iii. Where two bodies are interred in one coffin then both names shall be marked.
- s. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- t. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- u. Only the remains of persons buried or interred in New Road Cemetery shall be allowed to be scattered in the cemetery. The scattering of ashes will be permitted in specific areas of the cemetery following written permission from the Clerk to Melbourn Parish Council. The areas are specified and may be seen at the Parish Office.

7. Memorials. (Also refer to: 8 Definitions)

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The only permissible memorials, tablets or photographic representations will be from the range permitted by Melbourn Parish Council. Details of these are available for viewing by prior arrangement with the Clerk to the Council.

- c. No vaults, railings, kerbstones or other enclosures shall be permitted.
- d. The **maximum** size for the combination of headstone base and headstone shall be:- 940mm high x 915mm long and 460mm wide. The thickness of the headstone base must be between 75-100mm.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.
- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.

- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.
- t. Hardwood crosses of timber obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 2'6" (750mm) in height, 20" (500mm) in width and 4" (100mm) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.
- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7v. are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.

- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

8. **Definitions**

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

9. **General.**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or internment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

By Order of the Clerk to Melbourn Parish Council _____

Tel: 01763 263303 option 3 for Parish Office.

Melbourn Parish Council**Funeral Director****Burial - Interment Terms of agreement.**

Reference Plot No:- _____ [to be completed by Parish Clerk]

I/we the undersigned accept the conditions of the Rules and Regulations governing New Road Cemetery.

Company name _____

Address _____

Email address _____

Telephone No: _____

Signed: _____

Position: _____

Date: _____

This agreement must be signed before permission for Exclusive Right to Burial can be issued.

Please note:- New Road is a **lawned** cemetery. After approximately 6-12 months the soil mound on this plot should have sunk to the surrounding level and will be filled and re-turfed or seeded when fully settled. Planting of flowers or shrubs on the grave is strictly prohibited. Any plants will be removed by the Parish Council without notice. Any ornaments must be placed on the memorial base.

Melbourn Parish Council**To be completed by the next of kin/person arranging the burial****Burial - Interment Terms of agreement.**

Reference Plot No:- _____ **[to be completed by Parish Clerk]**

I/we the undersigned accept the conditions of the Rules and Regulations governing New Road Cemetery.

Name _____

Address _____

Email address _____

Telephone No: _____

Signed: _____

Relationship to
the deceased: _____

Date: _____

This agreement must be signed before permission for Exclusive Right to Burial can be issued.

Please note:- New Road is a **lawned** cemetery. After approximately 6-12 months the soil mound on this plot should have sunk to the surrounding level and will be filled and re-turfed or seeded when fully settled. Planting of flowers or shrubs on the grave is strictly prohibited. Any plants will be removed by the Parish Council without notice. Any ornaments must be placed on the memorial base.

Melbourn Parish Council**Headstone supplier / Stonemason****Burial - Interment Terms of agreement**

Reference Plot No:- _____ [to be completed by Parish Clerk]

I/we the undersigned accept the conditions of the Rules and Regulations governing New Road Cemetery.

Company name _____

Address _____

Email address _____

Telephone No: _____

Signed: _____

Position: _____

Date: _____

This agreement must be signed before permission for Exclusive Right to Burial can be issued.

Please note:- New Road is a **lawned** cemetery. After approximately 6-12 months the soil mound on this plot should have sunk to the surrounding level and will be filled and re-turfed or seeded when fully settled. Planting of flowers or shrubs on the grave is strictly prohibited. Any plants will be removed by the Parish Council without notice. Any ornaments must be placed on the memorial base.

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk

Website: www.melbournparishcouncil.co.uk

Telephone: 01763 263303

Opening Hours :

Monday 10am – 1pm, Wednesday 1pm – 3pm and Friday 10am – 1pm

Notice of Interment

This Notice, fully completed must be received by the Council at least **3** working days in advance of the interment by either email or post.

If this is not received within **2** working days of the interment, a £50 late notice charge will be incurred.

It is the responsibility of the Undertaker to ensure that all the required details are correct and the form is signed. The Council will not accept any responsibility for loss or delay of any notice. Any alternation in arrangements will be subject to consent from the Council.

The date and time of an intended interment should be confirmed as available with the Clerk before it is confirmed with the family.

All funerals will be at the time arranged. All unexpected delays of more than 15 minutes must be reported to the Parish Council.

All interments will now be invoiced by Melbourn Parish Council. Please note all interment fees for persons not resident in the Parish of Melbourn will be doubled (in accordance with our burial charges (revised July 2017)).

The Parish Council office opening hours are as stated above. Saturday burials are available prior to 12 noon but double fees will be charged.

Applications for Mondays should be received by the Clerk by the previous Wednesday.

The removal of memorials must be carried out at least 48 hours before the burial can take place.

No burial can take place without the appropriate certificate of disposal issued by the Registrar being presented at the time of the interment.

The particulars must be completed in BLOCK CAPITALS and in ink and be fully and accurately stated.

I hereby give notice that a grave/cremated remains plot is required at Orchard Road/New Road Cemetery and the details are as follows:-

| | | | |
|---|--|---------------------------------------|--|
| Full name of deceased | | | |
| Occupation | | | |
| Age | | Date of death | |
| Residence of deceased | | | |
| Place of death | | | |
| Is it a coffin, casket or cremated remains? | | | |
| Dimension of coffin or casket (in inches) | Length | Width | Depth |
| Dimension of ashes casket (in inches) | Length | Width | Depth |
| Grave type: | New, single, double or re-open (delete as appropriate) | Cremated remains: | New or re-open (delete as appropriate) |
| Depth of Grave: (single – 5ft, double – 7ft) | | | |
| Date and time of funeral | | Religious denomination | |
| Name of officiating Minister | | Service to be held at | |
| Grave number: To be completed by the Parish Clerk | | Was deceased a resident of Melbourne? | Yes/No |
| If a resident of Melbourne, please state Please see notes* | From: | To: | |
| Attendees: | None | Family | Minister |

Please complete Section A (new grave/new ashes) or Section B (re-opening/re-open ashes)

Section A: New grave only

I would like to purchase the Exclusive Rights of burial:

Full name _____ Title _____

Home address _____

_____ Post Code _____

Email _____ Tel number _____

Relationship to the deceased _____

Signature _____

Print name _____

Section B: Previously purchased to be opened

To be completed by the grave grant owner or their next of kin where the deceased is the grave owner

Please open grave number _____ at _____

For the interment of _____

I am the registered owner of the grave/next of kin/executor of the owner [delete]

If none of the above, please state your relationship to the deceased grave owner _____

_____ Full name _____ Title _____

Home address _____

_____ Post Code _____

Email _____ Tel number _____

Signature _____

Print name _____

NB: Melbourn Parish Council can only authorise the opening of a purchased grave with the permission of the owner or to inter the owner. In all other cases ownership must be transferred to someone who can legally prove that they are entitled to receive these ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

Details of Funeral Director / Arranger:

Name _____

Address _____

Telephone number _____ Date _____

Signature _____

[This form must be delivered to the Clerk at the address shown above. All alterations must be confirmed in writing]

MELBOURN PARISH COUNCIL

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

E-mail: parishclerk@melbournpc.co.uk
Website: www.melbournparishcouncil.co.uk

Telephone: 01763 263303

Opening Hours :

Monday 10am – 1pm, Wednesday 1pm – 3pm and Friday 10am – 1pm

BURIAL CHARGES AS FROM 1ST AUGUST, 2015 NEW ROAD CEMETERY AND ORCHARD ROAD CEMETERY

The fees and charges set out below apply where the person to be interred was a resident of Melbourn immediately before his/her death or was a resident for a period of at least 3 consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. For all other cases, all fees and charges will be **doubled**, except where an existing Exclusive Right of Burial was acquired at a single fee. If a grave space is acquired at the double rate, all further interments will therefore be charged at the double rate (unless the person to be interred is an inhabitant of Melbourn).

Exclusive Right of Burial (75 years)

| | |
|--|-------|
| Plot | £400 |
| Half Plot (cremated remains) | £165 |
| Half Plot (in the case of stillborn infants) | £250* |

*A full plot will be charged for if other family members are to be interred at a later date.

[These prices include the issue of the Exclusive Right of Burial certificate. A charge of £25 will be made for issuing a duplicate certificate.]

Interment fees

| | |
|---|------|
| Person aged +5 years (first interment) | £135 |
| Second interment and interment of ashes | £75 |

[Interment fees are **NOT** charged for persons under 5 years of age].

Other charges

| | |
|-------------------------|------|
| Erection of headstone | £100 |
| Additional inscriptions | NIL |

In the case of non-parishioners (as defined above), this will be considered only at the discretion of the **Clerk to the Burial Board, and if accepted, all fees will be doubled.**

The Clerk must inform all persons purchasing plots that if a flower hole is required in the headstone it must be specified where it is to be in the middle, left side or right side

Sarah Adam
Clerk to Melbourn Parish Council
Clerk to the Burial Board

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

E-mail: 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.

REQUEST FOR THE RE-REGISTRATION OF THE EXCLUSIVE RIGHT OF BURIAL

(A) – From Personal Representatives*

We the undersigned as executors of the Will of (or administrators of the estate of) the late _____ who was the registered owner of the exclusive burial rights in the grave numbered _____ in _____ Cemetery, Melbourn do hereby request and authorise you to re-register the title to the said burial rights in the name of _____ of _____

Signed:

_____ of _____

_____ of _____

_____ of _____

Dated the _____ day of _____

(B) – From a Relative*

I, _____ of _____

_____ hereby declare that I am the _____

of the late _____

who purchased the exclusive right of burial in the grave numbered _____

in _____ Cemetery, Melbourn and to whom a Deed of Grant

numbered _____ was granted; that the said _____

died on _____; that the said exclusive right of burial

has not been transferred or otherwise dealt with; that I am the proper person to receive a

transfer of the said exclusive right of burial and if necessary to give authority for the said

grave to be re-opened for burial.

I HEREBY UNDERTAKE TO INDEMNIFY MELBOURN PARISH COUNCIL against any claim to the right of ownership of the said grave or any matter arising out of the transfer of such exclusive right of burial.

Dated the _____ day of _____

Signed _____

(Print) _____

Signed by Witness _____

Print name _____

Address _____

Occupation _____

*Please complete Part A or Part B as appropriate and return to the Clerk, Melbourn Parish Council, Community Hub, 30 High Street, Melbourn, Royston, Herts, SG8 6DZ

APPENDIX L

PC 54/17 b)

From: peter.blayney – Melbourn Bowls Club
Sent: 21 June 2017 11:38
To: Parish Clerk
Cc:
Subject: RE:Proposed locking of sports ground car park barrier

Melbourn Bowls Club has no objections in principle to the above proposal and during winter and for summer evening matches our current practice would continue unchanged. However during the bowls season (May to August) we have midweek and Sunday games during the afternoon and locking up after them may not be possible if there are other cars parked by dog walkers, playground users etc. who may be unaware. We could also have a problem with individual members seeking access to the clubhouse as it will not be practical to issue everyone with a key to the lock.

Peter Blayney (Club Secretary)

APPENDIX M

Melbourn Parish Council

Self appraisal Form

Name

Job Title

Date of appraisal __/__/____

Purpose of the Appraisal Meeting

To enable you to discuss, with your manager, your job performance and your future. The discussion should aim at a clearer understanding of:

- (a) The main scope and purpose of your job
- (b) Agreements on your objectives and tasks
- (c) Standards or targets for measuring your performance
- (d) Your training needs and future prospects

You can prepare for the meeting and discussion by completing this form.

You may show this form to your manager. This will give him or her time to consider your problems and suggestions. If you do so, it will not be copied or filed without your permission.

If you prefer, you can use this form for your own guidance only, and not show it to anyone.

You will be given the opportunity to read the appraisal form prepared by your manager; you will be able to add your comments, and sign the appraisal form.

Bring to the appraisal meeting:

- your current job description
- your current action plan (unless this is your first appraisal or have no pre-agreed action plans)

Self appraisal

Name

1. Circle appropriate answers, and comment below

- (a) Do you have an up-to-date job description? ☐ Yes ☐ No
- (b) Do you have an up-to-date action plan? ☐ Yes ☐ No
- (c) Do you understand all the requirements of your job? ☐ Yes ☐ No
- (d) Do you have regular opportunities to discuss your work, and action plans? ☐ Yes ☐ No
- (e) Have you carried out the improvements agreed with your manager that were made at the last appropriate meeting? ☐ Yes ☐ No

Note: If this is your first appraisal please ignore question 1(e)

2. What have you accomplished, over and above the minimum requirements of your job description, in the period under review (consider the early part of the period as well as more recent events)? Have you made any innovations?

3. List any difficulties you have in carrying out your work. Were there any obstacles outside your own control that prevented you from performing effectively?

4. What parts of your job, do you:

(a) do best?

| |
|--|
| |
|--|

(b) do less well?

| |
|--|
| |
|--|

(c) have difficulty with?

| |
|--|
| |
|--|

(d) fail to enjoy?

| |
|--|
| |
|--|

5. Have you any skills, aptitudes, or knowledge not fully utilised in your job? If so, what are they and how could they be used?

6. Can you suggest training that would help to improve your performance or development?

7. Additional remarks, notes, questions, or suggestions

Melbourn Parish Council

Employee Appraisal Record Form

| | |
|---|--|
| Employee's name: | |
| Job title: | |
| Date of engagement: | |
| Manager: | |
| Date of meeting: | |
| Current performance | |
| Objective/competence 1: <i>This section should be used to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed.</i> | |
| | |
| Objective/competence 2: | |
| | |
| Objective/competence 3: | |
| | |
| Development summary: <i>This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</i> | |
| | |

Development and training

This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.

Other areas of discussion

This section should record any other points raised at the appraisal meeting.

| | |
|---|--|
| <p>Assessment Level</p> <p>This is based on performance over the year against objectives achieved</p> | |
| <p>Outstanding performance</p> <p><i>(Objectives exceeded and competencies more than fully demonstrated)</i></p> | |
| <p>Standard performance</p> <p><i>(Objectives met and competencies fully demonstrated at required levels)</i></p> | |
| <p>Less than standard performance with development needs</p> <p>(Most objectives met but development required to fully meet all objectives)</p> | |
| <p>Unsatisfactory performance</p> <p><i>(Performance unacceptable; objectives not met and competencies not demonstrated)</i></p> | |
| <p>Employee's signature:</p> | |
| <p>Appraiser's signature:</p> | |
| <p>Date:</p> | |
| <p>One copy of this completed form will be kept by the appraisee and one in the employee's personnel file.</p> | |

| | |
|---------------------------------------|--|
| <u>POLICY & PROCEDURE:</u> | Employee Performance Appraisals |
|---------------------------------------|--|

PURPOSE: To set out the policy and procedure for performance appraisals of staff employed by Melbourn Parish Council

SCOPE: All permanent full or part time staff to Melbourn Parish Council.
This document does not apply to contracted or casual staff.

POLICY:

1. Principles

- 1.1 This document is written by reference to ACAS Code of Practice 1, published April 2009, and recommended associated document templates.
- 1.2 We, the Parish Council, recognise our obligation to monitor and assist with the progress and training of employees. In addition, We will provide regular opportunities for both manager and employee to discuss the performance goals set and any problems that may have arisen in the preceding period. Gaps identified through this process will be addressed through appropriate training.
- 1.3 Appraisals will be conducted in private and adequate advance notice given to the employee. A minimum of four weeks notice should be given, prior to the appraisal date.
- 1.4 The employee will be provided in advance with a guideline document on which to record and report all relevant aspects of his or her performance goals, workplace problems and perceived training needs.
- 1.5 The manager will record the outcomes of the appraisal discussion formally. The appraisee, subject to his or her agreement as to its accuracy, will countersign this record.
- 1.6 Appraisal records will be maintained as part of the employees' personal and confidential file.
- 1.7 Appraisals will be carried out on all permanent employees at least annually. Appraisal progress reviews will be carried out at a six-month point, if all parties agree this is desirable.
- 1.8 Under special circumstances, for example during the first year of employment or in cases where employee capability is being assessed, appraisal dates may be set at shorter intervals.

PROCEDURE:**2. Outline Procedural Steps**

- 2.1 An anticipated appraisal date will be agreed in writing with each employee who falls within the scope of this procedure. The Line Manager concerned will set the date.

Note (a) A Councillor will be nominated as the Line Manager responsible for setting and carrying out the appraisal for the Clerk to Melbourn Parish Council. This will normally be a member of the HR Panel.

Note (b) The Clerk, as the Line Manager for all other council staff, will carry out other staff appraisals. The Clerk may request support from the HR panel in the performance of this task.

- 2.2 At least one month prior to the agreed appraisal date, the Line Manager will provide a copy of the **Self-Appraisal Form (See Appendix 1)**.
- 2.3 The employee will use the Self Appraisal Form as both an *aid memoire* and for feed back to the Line Manager on any and all aspects of the job and/or job performance as he or she feels is appropriate.
- 2.4 The employee will return a copy of the Self Appraisal Form to the Line Manager at least one week prior to the set-date for the appraisal.
- 2.5 The Line Manager will prepare for the appraisal session by reviewing the known performance and position of the employee concerned, based on formal employment documents, timekeeping/attendance and working history during the preceding period. *It is important that the Line Manager does not make early judgements of employee performance from this review; all performance assessments must be made with the perspective of both employee and employer being fully known and understood.*
- 2.6 At the appraisal, the employee and manager will review in detail the comments and feedback from the Self-Appraisal Form, using this to complete an **Employee Appraisal Record Form (See Appendix 2)**.
- Note (c)** The Line Manager should endeavour to make the appraisal process and the discussion environment as relaxed, open and honest as possible. The objective is to develop a mutually agreed position on the factors discussed, in a non-confrontational fashion.
- 2.7 After the appraisal is complete, the Line Manager will provide a fair copy of the Employee Appraisal Report Form to the employee for agreement and sign-off, subject to their approval.

- 2.8 The Employee Appraisal Report Form will then be copied to the employee and the original document filed in the confidential employee records, together with the Self- Appraisal Form from the employee.
- 2.9 The goals any any training needs identified during the appraisal process will be used in the further management of both employee and the general business of the Parish Council.

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Document Review: Annual

APPENDIX N

DRAFT PUBLICITY PIECE -

Village Warden Changes

As part of the Melbourn Parish Council's re-assessment of needs and best practice, the activities of our two Village Wardens have been reviewed. The process was carried out very much with input from the jobholders themselves.

The review has resulted in some changes, now agreed with the two persons involved.

Peter Andrews has elected to take redundancy from the council at the end of October 2017. The council would like to take this early opportunity to express sincere thanks to Peter for what will be fifteen years of diligent and loyal service to Melbourn Village. We wish him well.

Keith Rudge currently fulfils the role of Village Warden. On the retirement of Peter Andrews, and concurrently with this change, a second part time person working in tandem with Keith will be recruited to supplement the role of Village Warden, and on the same job description. The two part time positions will effectively become a job share, covering the working week as a team.

The council would like to thank both Peter and Keith for their help and co-operation in defining and achieving these changes.

Ensuring proper external grounds maintenance is a very important aspect of the council's responsibilities. We believe these new arrangements will help the Parish Council to continue delivering excellent services to the village.