

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of the Parish Council Meeting held on Monday 23rd October 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Buxton, Clark, Cowley, Cross, Gatward, Hales, Hart, Kilmurray, Madiyiko, Porter, Regan, Sherwen, Travis

In attendance: The Clerk, CAPALC, District Cllrs Barrett and County Cllr van de Ven, The Royston Crow and approximately 19 members of the public.

PC96/17 To receive any apologies for absence
Cllr Siva for personal reasons.

PC97/17 To receive any Declarations of Interest and Dispensations

- **To receive declarations of interest from councillors on items on the agenda**
Cllr Travis/Hales/Cross/Porter/Kilmurray pecuniary interest relation to PC113/17 of members from the Hub Management Group
Cllrs Hales, Norman and Cross pecuniary interest in relation to PC118/17 as members from MAYD committee
Cllrs Regan, Hales, Gatward, Sherwen and Norman non pecuniary interest in relation to PC109/17 as had previous involvement as a Parish Councillor during execution of the project
Cllr Gatward non pecuniary interest in relation to PC103/17 as was a member of the previous Council.
To receive written requests for dispensations for disclosable pecuniary interests (if any).
Cllr Travis/Hales/Cross/Porter/Kilmurray in relation to PC113/17 of members from the Hub Management Group
Cllrs Regan, Hales, Gatward, Sherwen and Norman in relation to PC109/17 in relation to previous involvement of Parish Councillor during execution of the project
Cllrs Hales, Norman and Cross in relation to PC118/17 as members from MAYD committee
- **To grant any requests for dispensation as appropriate**
Dispensations were granted for
Travis/Hales/Cross/Porter/Kilmurray/Norman/Regan/Gatward/Sherwen

PC98/17 To approve the minutes of the Parish Council Meeting 25th September 2017

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR CROSS TO ACCEPT THE MINUTES AS A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR. THIS WAS CARRIED APART FROM CLLR SHERWEN/KILMURRAY ABSTAINED AS HE WAS NOT AT THE MEETING ON 25TH SEPTEMBER 2017

PC99/17 To report back on the minutes of the Parish Council Meeting 25th September 2017

PC82/17 The Clerk confirmed a letter had been sent to Decora (land agents for Saxon Way) and to all the business units located in Saxon Way asking staff and visitors to not park along Back Lane.

The Clerk confirmed a letter had been sent to the CEO of Cambridge County Highways in relation to the Area Champion position and the Parish Council has now also received a response.

PC92/17 The Clerk confirmed posters had been advertised around the village for the Community

Grant Funding process in November. A meeting will be held after the Planning Committee meeting on 13th November to discuss the applications and to see if any do not meet the criteria. The main discussion will take place at the November Parish Council meeting on 27th November 2017.

PC94/17 The Clerk confirmed statistics relating to Facebook and the Website had been sent around to members and this will be published on the Website and Facebook page. **ACTION: THE CLERK**

PC100/17 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).

Standing Orders were suspended at 7.40pm

The Chair asked members of the public to not make comments/ask questions about the report of the Car Park Working Party as members of the public had not seen it. The Chair explained the Council will vote on whether to accept the report. If the Council accepts the report, it will be published and then its contents discussed at the November Parish Council meeting.

The Chair also stated that for the Grievance Report, the Council is approving publication of the redacted report tonight and there will not be discussion of the contents of the report at a subsequent meeting. The Council took the decision to publish and implement the recommendations concerning the Council itself in October 2016 last year. The substance of the report and remaining recommendations relate to people who are no longer Councillors and therefore it is not the business of the Council to discuss their behaviour.

A member from the public raised his concerns about the following:

- PC113/17 – Proposals for S106 and spending between £60-£110K on a skateboard ramp which will be funded from S106 money and the precept and which will attract anti-social behaviour and the Parish Council will still be required to maintain it.
- Why is the Council not proposing resurfacing the sports pitches at the Moor. The Chair explained under the S106 monies from the 199 houses money will be spent on the Sports facilities and the developer is currently liaising with the Village College.
- Drawings in relation to the Hub for a £150,000 extension. The member of the public raised his concern that for the last five years The Hub had been subsidised, so to put forward a proposal for an extension is unbelievable. If these are to be considered the member of the public stated that both items he has commented on should be discussed at a public consultation.
- Minutes from F&GG 9th October 2017 – felt the decision at the F&GG meeting to charge small groups £10 a session for using a small area of the playing field is shocking.

A member from the public asked under Standing Orders why did the agenda for the in camera session for the Extraordinary Meeting not state the reason for going into Camera. The Clerk explained this was an error and apologised.

A member from the public asked whether S106 money could be considered to resurface the cycle track from Royston to Melbourn. County Cllr Van de ven stated that Hertfordshire does not have the resource, however the Great Cambridge Partnership will need to be encouraged to look into this suggestion.

Standing Orders were reinstated.

PC101/17 Co-option

The Chair thanked Dr Cowley for applying. Members had received a copy of Dr Cowley's application form and there were questions asked. – **APPENDIX A**

MEMBERS WERE ASKED TO VOTE. THE VOTE WAS UNANIMOUS – 13 VOTES IN TOTAL. DR COWLEY WAS DUALY CO-OPTED ONTO MELBOURN PARISH COUNCIL.

DR COWLEY WAS ASKED TO JOIN THE TABLE AND SIGN THE DECLARATION OF OFFICE.

PC102/17 To discuss and agree setting up a working party for the 2017 and future Remembrance Day Parade.

The Clerk explained the majority of the arrangements have been made this year, however speaking with The Chair of the British Legion's women section there was clarification needed on who should be responsible for the various duties.

The Clerk also stated having received advice from CAPALC the Parish Council should not be responsible for organising the entire Remembrance Day Parade and their recommendation was to set up a working group, so all groups can be involved and give their input.

District Cllr Barrett who is also The Chair of the British Legion's woman section stated that as there is now no men's section and that the arrangements have fallen to the woman's section and because there are so few members in the woman's and numbers are still decreasing The Chair approached the Parish Council for help as there needs to be more of a coherent procedure.

The Brownie and Guides representative, who was also present at the meeting stated that they would be more than happy to be on a working party.

The Chair read out communication from **Major Swann of the Army Cadet Force and the Rev Lizzie Shipp:**

Comments from Major Swann of the Army Cadet Force

'Officially, Remembrance Parades are organised by the RBL, who invite the rest of us. We realise this is becoming increasingly difficult or impractical.

We (by that I mean handing the Army Cadet element to Lt Wright) would be happy to assist with planning or preparations in the future'

Comments from Rev Lizzie Shipp:

"All Saints' Melbourn are pleased to work alongside the Royal British Legion Women's Branch and the Cadet organisations of the Armed Forces in putting together arrangements for the annual Remembrance Day Parade in Melbourn. Arrangements are already in place for the Parade this year, and we look forward to working alongside the Royal British Legion Women's Branch and the Cadet organisations of the Armed Forces in future years, in order to build upon the success of this important event. We would also like to record our thanks to the Parish Council for their kind assistance in organising the road closures for the Parade."

The HR Panel commented on the high work load that The Clerks already have to deal with and wanted to ensure whatever is put in place The Clerks are in agreement with. The Clerk explained she is happy with this suggestion as it will certainly reduce the amount of email traffic through the office.

The Chair of the British Legion woman's section reminded all present at the meeting that there will be a Remembrance Service at The Cross on Saturday 11 November.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR PORTER TO AGREE SETTING UP A WORKING PARTY FOR THE 2017 AND FUTURE REMEMBRANCE DAY PARADE.

ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED.

PC103/17 To note the redactions made by The Clerk to the Grievance Report (following the decision of the first tier tribunal (information rights) to allow the appeal against the decision notice of the Information Commissioners Office).

The Chair gave a brief explanation of the history on this item: - **APPENDIX B**

The previous Parish Council voted not to accept the Grievance report. Members of the public made a Freedom of Information request that the report be published. The Parish Council received letters from the solicitors of un-named parties saying that legal action might be taken if the Council published the report.

When the current Council began meeting again in October last year, the Office of the Information Commissioner advised that the Council should not respond to the request and then members of the public could complain to the ICO. That course of action transferred the threat of legal action to the ICO.

The ICO issued a Decision Notice saying said that the report should not be published. A member of the public appealed that decision. Legal process has now been followed and the Appeal against the ICO's Decision Notice has been allowed. This means that the report will now be published.

The Tribunal has ordered that some redactions should be made. So the Clerk has prepared a version of the report where everyone's name is redacted who is not:

- ***A councillor at the time of the report***
- ***The Clerk***
- ***The complainant***

The Chair stated that Councillors have had chance to read the report with the redactions and asked if any member had found any other names which have not been redacted. There were no comments from Councillors.

The Chair went onto say there has been one issue that has been brought to the Clerk's attention and there is one further redaction that needs to be made. Since it was not part of the original judgement, permission to make it is being sought from the Judge and the Council haven't had an answer in time for this meeting. The Chair read out the wording from the Solicitor.

"Given that the redaction of the sentence referred to would, strictly speaking, go beyond the terms of the decision, I have now sent an email to the Tribunal requesting that the Judge amend the wording of para 31 of his decision with the insertion of the words "or such other information which would be reasonably likely to identify those data subjects".

I will unfortunately not have an answer for you tonight as I will need to await for the Judge's decision though I will, in the circumstances, provide you with more time to carry out the redactions.

The Chair explained that in the event that the Judge approves this, the sentence can then be redacted.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR REGAN TO NOTE THE REDACTIONS MADE IN THE DOCUMENT CIRCULATED TOGETHER WITH AN ADDITIONAL REDACTION AS DIRECTED BY THE JUDGE. ALL WERE IN FAVOUR APART FROM CLLR

CLARK AND COWLEY WHO ABSTAINED. THIS WAS CARRIED.

PC104/17 To approve the publishing of the Grievance Report with the relevant redactions on Melbourn Parish Council's website and a copy of the substituted decision notice. – APPENDIX C

The Chair explained alongside the Grievance Report itself, the Council will publish a copy of the Substituted Decision Notice. This is where the tribunal sets out why the Tribunal members concluded that the ICO's decision was wrong and the appeal should have been allowed.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR PORTER WERE IN FAVOUR OF PUBLISHING THE GRIEVANCE REPORT WITH RELEVANT REDACTIONS AND A COPY OF THE SUBSTITUTED DECISION NOTICE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC105/17 To receive a report from County Cllr van de Ven – APPENDIX D

County Cllr van de Ven stated there had been complaints from residents in relation to machinery from the 199 Homes, New Road Development parking on the Carlton Rise.

County Cllr van de Ven presented her report. Attached.

PC106/17 To receive a report from District Cllrs Barrett and Hales

District Cllr Barrett explained South Cambs District Council seems to notify Parish Councils directly of any updates on information, so although we can keep this is agenda item there will not be much to report to Council on a monthly basis..

PC107/17 The Clerks Report – APPENDIX E

The Clerk stated there was nothing to add to her report except the recently published Boundary information will be placed on the Parish Councils Facebook Page and Website.

PC108/17 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 October 2017

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE SEPTEMBER LIST 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED. APPENDIX F

PC109/17 To accept the Car Park Report recommended by the Car Park Working Party

The Chair explained the reason for having an Extraordinary meeting in camera was that the Council followed CAPALC's process. Mr Ian Dewar from CAPALC was present at the meeting and explained that he had a meeting with the Council and as the report was coming from individuals that produced the report it was important both Councillors and members of the public were relieved of any obligations financial or otherwise from any Councillor named in the report and the object was to ensure the report becomes a Parish Council document. Mr Dewar went onto state that as the matter was still to be a sensitive issue and it was in the Councils remit to have a meeting in camera to answer any questions before making a decision to accept the report.

The Chair explained that during the in camera session the Council discussed the process and how the report will be published and that the Council will be publishing more information than just the report.

There was a discussion about redacting names from a document from one of the appendices, however it was felt that the names should not be redacted, but in addition there will be a list of All Councillors who have been involved with the Car Park Project.

The Council had also voted to publish a covering letter which expresses the Car Park Working Party's frustration on the length of time this report has taken to complete, it also includes the frustration about the working party's independent Chair and his lack of availability.

A member thanked the Car Park Working Party for their report and he was fully in support of the recommendations. The member stated he had a number of comments which would enhance the document and improve the methodology and stated that his comments should be discussed further or if this is not possible then asked that his comments be included as part of the appendices.

The Chair explained this evenings meeting is to accept the report and not to discuss the content and the Parish Council are not endorsing the content.

The Chair explained that once Councillors and members of the public have had chance to look at the report, can they then put in writing to The Clerk their questions and they can be published with the report to be discussed at the November Parish Council meeting.

The Car Park Working Party asked the Chair who should answer the questions. The Chair explained the Car Parking Working Party will be responsible for answering the questions as the report was not written by the Parish Council.

The Chair stated the following documentation will be published:

- The Car Park Working Party Report
- The 3½ page report submitted to the Working Party from Mr Roland Potter prior to his resignation
- Covering letter from the Car Park Working party to the Parish Council
- Email from independent Chair giving his resignation
- A list of Councillors who have been involved in the Car Park Project
- Terms of Reference Car Park Working Party – 26 October 2016
- Cllr Hales and Regan's Comments (*which will be published alongside the report*)

A member from the Car Park Working Party stated the non-Parish Councillors may not wish to be involved in further discussion at the November Parish Council meeting, but will be given the opportunity to do so.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HART TO ACCEPT THE REPORT FROM THE CAR PARK WORKING PARTY. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED.

The Chair explained the report will now be made public. If either Councillors or Members of the Public have particular questions they will want answering at the November Parish Council meeting, please send them to The Clerk who will co-ordinate written responses.

PC110/17 To review the Community Engagement Strategy - APPENDIX G

The Chair explained The Council adopted this strategy on 14 November 2016 and agreed to set up a Working Party to consider specific aspects of communication and consultation. The Working Party reported at the last Council meeting that a Newsletter should not be produced and the Council agreed

with that recommendation

The Chair noted areas the Council has been working towards.

- Supporting information is published at the same time as the agenda so that the public has the opportunity to read it and ask questions on aspects that interest/concern them. The Council has tried to encourage people to submit questions even if they cannot attend the meeting, but to date no members of the public have done this.
- The Council puts information where it is most likely to be seen by the public, for example used a big sign at the Cross for anything of very high importance and adverts have also been posted in the Co-op and the Post Office.
- Involving the public with working party participation.
- The Council produced a more informative Annual Report and used the Annual Parish Meeting as an opportunity to present the Annual Awards. There were 15 members of the public at that meeting and 16 at the Annual Parish Council Meeting which is a several hundred percent increase on the previous year.
- The Council has produced a guide on who to contact if there are things around the village that need doing.
- The Council now have a Facebook page. In terms of usage, The Clerk's statistics show the Council is reaching about 550 people and getting in the region of 90 likes a week.

A member suggested introducing "Twitter" to maximise the Parish Council reach. **ACTION CLLR HART AND ASSISTANT CLERK TO HAVE A DISCUSSION**

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED CLLR TRAVIS TO KEEP THE POLICY AS DRAFTED APART FROM THE REMOVAL OF NEWSLETTERS AND VENTURING INTO TWITTER. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED.

PC111/17 To review the Strategic Plan – APPENDIX H

The Chair explained reviewing of the Strategic Plan is firstly to make sure the Council are doing what they said they would do and secondly to help the Council set its Precept for the next year.

The Council looked at what has been completed within the red/green and yellow areas and the second stage plan for 2018/2019 is going to be discussed at the November Parish Council Meeting.

The Chair went onto say that there was a Parish Council Maintenance Working Party meeting held that morning where the working party identified some projects which they think should be developed over the coming year and these need to be included. The Chair stated that agenda item PC113/17 will discuss proposals for S106 mitigation and these items will also need to be included in the Strategic Plan.

Members felt the Council has already been successful in recruiting new Councillors. The Chair also stated that if the new Councillors can offer new ways to help the Council be more streamlined and less labour intensive, their ideas would be welcomed.

A member highlighted section 5 and 'what its community wants', the wording in relation to the 'Neighbourhood plan', is not necessarily the case and this needs to be amended for the next part of the Strategic Plan.

A member suggested that the Council should add to areas that have not been achieved. The Chair explained this will be a discussion for the November Parish Council Meeting.

A member also suggested the colour coding should be changed to make it more readable and The Chair agreed.

ACTION: THE CLERK TO PLACE STRATEGIC PLAN FOR 2018/2019 ON NOVEMBER PC AGENDA

The Chair asked Councillors to send ideas to The Clerk for discussion at the next PC meeting in November. **ACTION COUNCILLORS**

PC11217 To discuss and approve Employee Personal Information Policy – APPENDIX I

The HR Panel stated they had reviewed and were in agreement with the policy.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR HART TO ACCEPT THE EMPLOYEE PERSONAL INFORMATION POLICY AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC113/17 To agree proposals for s106 mitigation for the proposed Hanson Homes development at the rear of 46-53 The Moor (S/1032/17/FL) and the proposed Countryside development to the west of Cambridge Road (S/2141/17/OL). – APPENDIX J

The Chair explained some background information relating to the 199 homes proposal, as the Developer was unwilling to hold discussions at Parish Council public meetings and the Council was opposing the development it was advised not to enter in to any S106 mitigation discussion.

For both The Moor and the Cambridge Road applications currently being considered, the situation is different and the Council has been discussing the applications with both developers.

The S106 proposals had to be included in the documents presented to the SCDC Planning Committee on 1st November 2017, therefore the Council had to submit their proposal to SCDC on 13th October 2017. The outcome of this is that the Council at this stage cannot put forward and agree any other proposals, but the Clerk can ask for certain existing proposals to be withdrawn.

The proposed S106 areas include:

- **Contributions to Indoor community space**
- **Contributions to Open space**
- **Contributions to Library and lifelong learning**

The Chair explained each project will be discussed and members can vote on whether they are projects that the Council would want to pursue **in principle**.

If the Parish Council does not ask for contributions now, no money can be received if the developments are approved. The Council are looking forward and trying to predict what the village will need if an additional 23 and 160 homes are built. This is effectively a 35% increase to the current 5500 Melbourn population.

The Chair made it clear that if members vote to put forward a particular S106 proposal, it does not

mean that members cannot change their mind later when the project has been scoped out further.

Skateboard ramp

The Chair explained that this is an idea that the Parish Council has agreed in principle previously.

A member was concerned about building another Skateboard ramp and the possibility of it bringing anti-social behaviour to the village coupled with ongoing maintenance costs. The Chair explained although this item has not been properly researched the proposals would be for a concrete skateboard ramp to be installed, this would keep the noise and ongoing maintenance cost to a minimum. Other members commented that in the past it was very well used.

Expansion of the Community Hub

Melbourn Community Hub Management Group explained the drawings have not been paid for and that they were given as complimentary by the Company that originally designed the building. The proposal falls into the Indoor Community Space category for S106. This proposal has not been discussed by the Hub Management Group; however The Chairman of the Hub Management Group thanked the MCHMG member for gathering this information. It was also mentioned that the MCHMG are proud to say business is doing very well and at times they have to turn away people who wish to use the building due to a lack of capacity. The MCHMG are trying to make the building as sustainable as possible, plus with the increase of proposed 160 dwellings at Cambridge Road, 199 at New Road and 24 dwellings at The Moor this could potentially bring a huge increase of people.

There are currently now 5500 residents within the village. If the proposed houses are approved there will be up to approximately another 2000 people using the village and this number will be difficult to cope with, the extension will give the MCHMG extra rooms and storage space.

A member also stated there is a need for places like this for people who have young families for parties and the facility could be used to provide for a Children's centre and be used as an outlet for them.

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO ACCEPT THIS DESCRIPTION RELATING TO EXTENSION TO HUB. ALL WERE IN FAVOUR APART FROM CLLR KILMURRAY WHO ABSTAINED.

Provision of Pull Off for HGV Delivery Lorries at the Co-op

The Chair explained the problem of the delivery lorries causing traffic jams is well known to everyone, so this is something that the Melbourn Futures Working Party has been actively pursuing. The Council has also talked to Hopkins Homes, the 199 developer who is in agreement to support this, so it may be possible for this to go ahead even if the other 2 applications don't get approval.

Members were concerned that currently when delivery lorries are parked outside the Co-op the public park along Mortlock Street which causes other cars to mount the curb.

Melbourn Futures Working Party has met with Cambridge County Highways and discussed funding for layby options outside the Co-op, but due to limited funding this has not been possible. Melbourn Futures Working Party recommends members accept this proposal.

A member spoke about the Village Plan and how a layby outside the Coop was at the top of the list when the public were asked about what they wanted to see change in the village.

A member stated that he has now made contact with the Coop and there will be further discussions and this will take place as soon as possible. The Coop has also been asked to make a contribution as well as the developers.

A member asked how big the layby will be. Melbourn Futures Working Party stated it will start where the bollards are located and the curb will be dropped and will finish at a point near to the barbers, which will leave enough clear space on the road for moving traffic to pass by.

A member also commented that visibility outside the Melbourn Primary School requires improving. It is a dangerous road the school children and it is only a matter of time before something happens.

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

Library Access Point

The Chair explained that this is linked with the expansion of the Hub. The Library people themselves have suggested that the service they provide has been very well received but it can still be further improved upon.

Members stated the LAP is extremely successful and membership is vastly increasing and is a safe environment. Members felt the LAP should be supported and this could also be used to provide for a Children's centre. Cambridge County Council has already put in the S106 requirement for the mobile library so the Council are unsure whether this proposal will get accepted.

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

Traffic Improvements

The Chair explained this proposal is based on the work of the Melbourn Futures Working Party and The Chair of the working party stated the key problem is speeding traffic, not just at Cambridge Road, but around the village and there is a need to increase traffic measures.

The Chair of the Working Party stated there is a possibility that the 160 Homes is going to be discussed at the SCDC Planning Committee on the 1st November 2017.

County Councillor van de Ven stated that Meldreth is now classed as the designated school as Melbourn has reached capacity and because of this there will be new traffic movement travelling from Melbourn to Meldreth which needs to be addressed. Discussions relating to the pedestrian route to Meldreth also need to be had. **ACTION: CLLR REGAN TO DRAFT LETTER TO SCDC S106 OFFICER RELATING TO THE NEED TO ADDRESS PEDESTIRAN TRAFFIC ROUTE.**

A member stated that the traffic calming measures introduced to Barley were effective and could they not be used in Melbourn. It was confirmed by another member that Cambridge County Highways refused a blanket ban and the interacted signs by the highways are only used if it's a blackspot. The Chair explained that a new traffic signal will be installed at The Crossroads under the 199 houses application.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR PORTER TO ACCEPT THIS. ALL WERE IN FAVOUR APART FROM CLLR COWLEY AND GATWARD WHO ABSTAINED. THIS WAS CARRIED

Improvements to Stockbridge Meadows

The Chair explained this is an initiative which has come from the developers so the Council is not being asked to agree the proposal. It is for information only.

PC114/17 To agree that Cllr John Regan speaks on behalf of Melbourn Parish Council at the SCDC Planning Meeting to be held on Wednesday 1 November when S/1032/17/FL [and S/2141/17/OL] are to be discussed.

The Chair explained the SCDC Planning Committee is due to discuss the proposal to build 23 homes at The Moor at its meeting on 1 November 2017. The application to build 160 homes off Cambridge Road may also be discussed.

On the Cambridge Road application, the Parish Council was asked to comment on changes to the application at very short notice at the end of last week. The Council assume that this is because the developers want that application to be considered on 1 November 2017. The Parish Council, District Councillors and County Councillor have all objected in the strongest terms about this rush and emphasised that the Council do not think that SCDC is following due process. To date the Council do not know the outcome of this protest but need to be prepared for the Cambridge Road application to be on the agenda.

The Chair explained that as Cllr Regan is Chair of the Melbourn Futures Working Party and is intimately familiar with the applications and the Council's responses to them.

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

**PC115/17 To discuss and agree the management and running of the Pavilion and sports ground
APPENDIX K**

The Chair explained the Council invited applications to run the Pavilion and Sports Grounds on its behalf when the Service Level Agreement with BeActive ran out at the end of July 2017. There were no takers and so the Clerks together with volunteer Councillors have been running everything.

The intention is still for the facilities to become a self-sustaining entity in the longer term but that is not going to happen for a while and so the Council needs to agree a way of managing them which removes the work from the Clerks but keeps the Council in control for the interim period.

Members reviewed the proposal that had been presented by The Chair.

Members asked who would Chair this group. The Chair stated it would be for the management group to decide, but as three Councillors are permitted onto this group it would make sense that a Councillor should Chair. A member asked if the Clerks should be involved. The Chair asked the Clerk and the Clerk expressed that due to the high volume of work in the office they would suggest not being involved in the regular meetings, however The Chair explained the management group will still liaise with the Clerks in relation to the financial aspects and any decisions relating to charges etc would still need to go back to the F&GG Committee meeting for discussions and final decisions will need to be made by Full Council..

The Chair explained to the HR Panel the contractor position would go out as an advert in the normal way.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR MADIYIKO TO ACCEPT THIS PROPOSAL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC116/17 To discuss and agree the DRAFT Risk Assessment for the Pavilion - APPENDIX L

The Chair explained this item is to agree the Risk Assessment so that it is in place for the new management group.

A member raised some concern about the normal domestic hot water and does it need safety requirements. Another member stated it is the requirement to only identify the hot and cold using a label.

Slipping, Tripping, Falling - a member stated that there was no information about mole hills on the pitches. The Chair explained the risk assessment is for the old and new rec and in relation to football pitches and does not include walking.

ACTION: HUB MANAGEMENT GROUP TO FORWARD THEIR RISK ASSESMENT ONTO THE PAVILION MANAGEMENT GROUP AND ANY AMENDMENTS NEED TO BE BROUGHT BACK TO COUNCIL FOR APPROVAL.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS TO ACCEPT THE RISK ASSESMENT AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC117/17 To review the Child Protection Policy – APPENDIX M

The Chair explained this is an existing Council Policy which has been put into the Council's adopted format. It covers vulnerable adults too so that might be the elderly, disabled or otherwise potentially at risk.

The Council is looking at it now as part of the package for the future management of the Pavilion but it does apply to other Council owned premises. The item that has been added in is an Implementation Plan so that the Council can be assured that it is adhering to its policy.

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

PC118/17 Recommendation from F&GG to: APPENDIX N

The Chair explained the details to these discussions are included in the F&GG Minutes from 9th October 2017.

- a) Charge £10.00 per session for business use of the sports field
The Chair explained there is one suggested change in the light of subsequent information. The F&GG agreed the principle of charging for business use of the sports field. However, it has been brought to our attention subsequently that if only a small group of people is involved even a nominal fee may make the sessions financially unviable.

Members discussed this item and it was felt that charging £10 per session would be subject to The Clerks/Management Group discretion if the number of people involved is small.

ACTION: THE MANAGMENT GROUP TO ENSURE BUSINESSES HAVE THE NECESSARY INSURANCE COVER

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CLERK. ALL WERE IN FAVOUR. THIS WAS CARRIED

- b) Accept the proposal made by MDFC for an annual fee of £1,600

The Chair stated that for the record her husband is Secretary of MDFC but she has nothing to do with the running of it and has no interest to declare.

The Chair explained the principle of an annual fee was accepted on the basis that it would reduce the administration involved and give a known income for the pavilion and sports grounds and for the actual figure proposed, the rationale was set out in the letter from MDFC and based on actual past usage.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE ANNUAL FEE OF £1,600. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- c) To accept the following criteria for free use of recreation grounds:

The Chair explained that past practice has been to allow some free use of the facilities. The idea of setting criteria is to make sure all groups that apply are treated equally.

- The organisation must be based in the Parish
- The organisation must not make money from the use
- It must be an occasional use booking

A member suggested instead of the 'organisation must not make money from the user' the wording should be changed to 'must not make profit from the user'. The Waiving of a fee would be at the discretion of The Clerk.

ACTION: PAVILION MANAGEMENT GROUP WILL BE REQUIRED TO PUBLICISE THE REQUIREMENTS FOR FREE USE OF THE PAVILION

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR COWLEY TO ACCEPT THE CRITERIA WITH THE ABOVE AMENDMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- d) Charge MAYD an annual fee of £2,300 for the use of the Pavilion

The Chair explained the figure is based on what MAYD was actually charged last year and if the number of sessions goes up or down, then the fee will need to be adjusted.

The Chair of MAYD stated it would be nice if this did not need to be the case in a Council owned building, but understands why, but believes the finances in the future will reduce and eventually become unavailable.

The Chair explained £2,300 is a very large amount of money and the pavilion cannot be let out to other groups when youth club is using it and the Council are trying to make the pavilion a self-sustaining building, it is useful however to know how much it costs for the youth club to run.

The Chair explained the charges of £2,300 are what were charged to MAYD for the year 2016/2017 and this cost remains the same for 2017/2018. If there is a need for an increase in grants this should be included in the annual grant application MAYD makes to the Parish Council in April 2018.

The Chair from MAYD stated there are currently five Parishes included in the relationship, but it is tenuous. If the Council asked to take more funds from those remaining The Chair believes those Parishes will reduce and this will leave the entire amount of £18,000 left for Melbourn Parish Council to fund

A member stated that MAYD could be offered a reduced rate. The Chair explained this would need to be discussed at a future F&GG Meeting.

The Chair from F&GG Committee stated that when both figures for MAYD and Dynamos were accepted it was because the Parish Council needed to find out the performance of both using the pavilion and the Council require a holding position to judge what the situation will be for next year.

The Chair of MAYD stated again that he would prefer to see his original suggestion of the first session charged at no cost and the second session is charged at half price.

The Chair explained the Terms and Conditions will be reviewed during the year and this will include reviewing charges to groups.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS TO ACCEPT THE ANNUAL FEE OF £2,300. CLLR MADIYIKO/GATWARD/SHERWEN/NORMAN/BUXTON/CLARK WERE IN FAVOUR. CLLR HALES/PORTER/KILMURRAY/CROSS WERE AGAINST AND CLLR REGAN AND COWLEY ABSTAINED. THIS WAS CARRIED.

The Chair announced there is not enough time to complete the agenda and could anything urgent be raised. The HR Panel discussed one of their agenda items.

PC120/17 HR Panel

b) To agree an increase in the Assistant Clerks Salary Scale

HR Panel stated that when the original interviews took place for the Assistant Clerk it was on the basis the position would start on a trainee rate. However, the Assistant Clerks Contract states that the position is LC2 and the Assistant Clerks probationary period written in her contract is 26 weeks. The HR Panel recommend the Assistant Clerk scale is increased from Spinal Column Point 23 to Spinal Column Point 26 which is the first level of LC2 on the NALC pay scale, which will incur an additional expense of £600 backdated from 14th September 2017 to the end of the financial year.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BH CLLR PORTER TO ACCEPT AN INCREASE TO THE ASSISTANT CLERKS SALARY SCALE ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED.

The Chair explained the quotes this evening relating to the removal of the dead branches at The Moor are worded differently. In relation to agenda item PC119/17 d) The Clerk was asked to obtain two quotes with the same instructions as currently this is not the case. **ACTION: THE CLERK**

The Chair then closed the meeting at 10.30PM

APPENDIX A

Dr Ian Richard Cowley

Melbourn
SG8 6HH

email: (

Dear Councillors,

I write in respect of the opening to co-opt a new member of the Melbourn Parish Council, and to express my wish to become a Councillor.

My name is Dr Ian Cowley and I have recently moved to the village as of June of this year. Previously I've lived in north Royston since 2006, and before that Bishop's Stortford and Milton. I moved to Cambridge in 1998 to attend university there and have never left the region. I live in Orchard Road with my wife and two boys, aged 3 and 9 months.

I work in London as a medical physicist in a private cancer clinic. I have a PhD in radiotherapy physics and a degree in Natural Sciences from Cambridge University. As well as my scientific education I am highly IT literate, acting as the department's network and database administrator at work.

I've had an interest in local government for a long time. When I moved to Milton in 2002 I was personally invited to apply for co-option onto the parish council there and served as a councillor for 18 months until I moved to Bishop's Stortford. I've considered the Royston Town council over the last ten years but find the Town Council too political. I personally believe that local government should be party-politics free and I have no, and will never declare, a party affiliation; my personal politics are right of centre. I believe that the most local forms of government can bring immense benefits and positive change to an area and it's important to get involved with such things.

I am an energetic and enthusiastic person and I've been involved with other community endeavours over the recent years. My wife and I are active bellringers with the Royston band and we're both members of the Royston amateur drama group CADS. I've been a member of the CADS committee for 5 years and chair for 3. I'm also on the Cambridge University Combined Boat Clubs senior committee and since 2010 I've been the chief organiser and chief umpire for the University Bumps rowing races.

I hope that you will consider my application favourably and look forward to the possibility of working with Melbourn Parish Council.

Yours,



Dr Ian Cowley

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : Dr Ian Cowley

Experience and skills : Parish Councillors	Level of experience / skill (rate on scale of 1 (none) to 5 (extensive))				
	1	2	3	4	5
Understanding and/or experience of ...					
Parish Council					
Local government					
Civil service					
Professional skills					
Experience of chairing board / committee meetings					
Experience of professional leadership					
Financial planning / management					
Mediation					
IT					
Strategic planning					
Training Received (please give brief details of specific area of training)					
Skills that may be useful on Parish Council Committees					
Financial planning / management					
Procurement / tenders					
Health and Safety					
Insurance					
Pensions					
HR					
Legal [please give brief details of specific area of expertise]					
Premises and facilities management					
Please give brief details of particular local interest / knowledge					
<u>Planning</u>					
<u>Youth work</u> I was involved with the Youth Centre in Milton 2002-2004.					
<u>Conservation</u>					
<u>Volunteering</u> I've been a member of CAOS in Royston for 7 years.					

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

Financial control.

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

Selflessness : you should act in the public interest

I've previously been a parish councillor.
I've served on a public jury in court.

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

I have no political allegiance/affiliation.

Objectivity : you should act impartially, fairly and on merit

I have a scientific education and background.

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

I am on a public register as clinical Scientists.
Minutes of CADS meetings have been made publicly available.

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

I work in healthcare, in which it is important to be open and honest with patients.

Honesty : you should always be truthful

I work in healthcare I have organised inter-departmental audits of performance.

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

I manage a small team at work and conduct regular reviews with them. I'm also a parent.

Melbourn Parish Council

MELBOURN PARISH COUNCIL

Doc. No. 3.04

Version 1

Review Date: Jan. 2018

Name : Dr Ian Cowley

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

APPENDIX B

<http://melbournparishcouncil.co.uk/wp-content/uploads/2014/10/MPC-Grievance-Report-Published-26-October-2017.pdf>

APPENDIX C - <http://melbournparishcouncil.co.uk/wp-content/uploads/2014/10/Grievance-Report-Final-Decision-from-First-Tier-Tribunal-Posted-on-Website-26-October-2017.pdf>

APPENDIX D

Melbourn Parish Council, County Councillor Report October 2017

Children's Centre closures: The proposal was to remove £1 million spending on children's centres, then refined to £900K, which would result in a large number of closures, with detail on a revised service yet to be worked out. Melbourn could be OK if the necessary services are offered at a consistent time and venue, but that remains to be worked out. As a representative also of Bassingbourn, which will experience a deep loss of service and has almost no public transport links, I couldn't vote in favour of the proposal. And in the rest of the county there are many examples similar to Bassingbourn.

Consultation responses by early years professionals have been highly critical of the widespread loss, with long-term implications for child and family support and development. At the council meeting, a number of prominent professionals addressed the council: the director of Romsey Mill children's centre; a retired County Council social services officer with decades' experience of children's centres; chair of governors at Homerton Early Years Centre; and the headteacher of Caldecote Primary School - made compelling arguments about the dangers of the proposals. The Conservative group argued that the cuts are necessary and will result in a better service, but details have not worked out. It must be understood that Cambridgeshire's policy of freezing council tax is almost unique in the country, and has significantly worsened Cambridgeshire County Council's ability to fund public services. The Children's Centre cuts result directly from the most recent freeze.

The result was a clear decision by the council's ruling Conservative group in favour of the recommendation to cut services, with everyone else against. It was especially disappointing that the expert opinion presented by a range of highly qualified professionals made no impact.

County Council Area Champions: I received an informal response and a formal response to my question to the October County Council meeting, 'Why have I not yet heard from my Area Champion?'

The formal response is on the County Council website under Council meeting agenda for October 17, item 16b. The informal response I received from the chairman of the new 'Communities and Partnerships' Committee, who created the Area Champion roles, alluded to his personal need for greater remuneration to justify his work load. He now receives £18,372 per annum just to chair this new committee, on which the five Area Champions sit, each paid a Special Responsibility Allowance of £5000 to carry out these special roles. The vice chair is paid £7927. This is now the council's most costly committee to convene, and the value it brings to the council and its job of delivering public services is not clear.

The letter the parish council received in response to its query was composed and sent by an officer. A number of different paid officers are involved in helping to field the work of Area Champions. This letter refers to County Council's agreement of these new committees and the Area Champions. I spoke out and voted against the relevant motion, as did many others.

Deposits on third party-funded Highways projects: As you know, this accounts for any works not covered by the LHI scheme. This has been refined somewhat. There are now two categories of projects for which a deposit is required, one requiring design and consultation (£500 deposit) and one that needs no design or consultation (£250). The fine print isn't quite clear and I've asked for more information. Please note that officially the policy refers to 'Privately Funded' schemes but I've pointed out that of parish councils are public bodies levying a precept.

Cam Vale Bus User Group: A meeting was held in Meldreth on 27 September. Nearly 30 people attended from the wider area served by our subsidised bus service, all without private transport. The 128 operator, Royston and District Community Transport and the County Council attended. The situation for people dependent on bus services is one of increasing fares and pressures on viability of services. Both the County Council and the Combined Authority are proposing to conduct Bus Reviews but these are not aligned.

Melbourn-Royston walk/cycle link: Much good cross-border work is taking place with businesses, local authorities, and councillors, with a strong consensus of opinion that a safe off-road link over the A505 and down the A10 would benefit many people and take pressure off the roads.

The Local Enterprise Partnership, which is responsible for allocating government 'Growth Deal' funding for various projects associated with business and enterprise, indicated that it supported the project and was prepared to provide financial support to the cost of the bridge, which would be situated in Hertfordshire, conditional on a collaborative funding arrangement including the private sector. Since then, local businesses have made pledges of financial support, and earlier this month Royston Town Council made a pledge of £30K to match the first local business pledge made by AstraZeneca at Melbourn Science Park. The next step is for the Greater Cambridge Partnership to consider funding the path and the Local Enterprise Partnership the balance of the cost of the bridge. Both organizations have significant government funding that they are required to spend within a fixed time frame. Employees at Melbourn Science Park will be making the case to the key meetings.

New tubs at Meldreth Station: Hopefully by the time you read this, new tubs will have been installed and planted. Network Rail had volunteered to carry out the task of installing the new weather-proof tubs, with volunteers ready to do the planting. Unfortunately, Network Rail was unable to do this properly. Thanks therefore to Govia Thameslink who stepped in and carried out the task. Thanks also to the Meldreth and Melbourn volunteers who waited patiently for almost two weeks for this to be sorted, and to Philimore Garden Centre for helping to organize all the contents. We should also thank the two Duke of Edinburgh Bronze Award volunteers who have been working throughout the summer to keep the tubs well-watered. The grant which the Community Rail Partnership received from the Association of Community Rail Partnerships for replacing the tubs requires a public launch event, and this will take the form of a tea party to be held at Shepreth Station on October 28, 2PM.

Eight-car trains from November: While the new Thameslink timetable doesn't come into force until December 2018, new eight-car trains will begin running in November, gradually working their way to standard. Due to platform extensions on the Cambridge bound sides at Shepreth and Foxton only, all trains at Meldreth will have selective door opening, as will south-bound trains at Shepreth and Foxton. We are told that this will be clearly announced by visual display and verbal announcements. The design will be a metro tube style, with advantages and disadvantages.

Public Inquiry, proposed level crossing closure: County Council Rights of Way officers and lawyers are being deployed to fight Network Rail's plan for the closure of the level crossing south of Meldreth Station Road vehicle bridge, which forms part of our local public rights of way network. A 20-day public inquiry is scheduled to commence on 28 November, and Melbourn residents are actively involved. It is hard to escape the irony that one cash-strapped public body, the County Council, is spending precious resource defending public rights of way against another public body, which didn't have enough funding to extend platforms on both sides of the tracks at Shepreth and Foxton, and not at all at Meldreth.

For Information - Community Rail Partnership: Community Rail Partnerships (CRPs) receive support from the Department for Transport and have access to grants for community projects, for

example the Melbourn Community Edible Gardening project at Melbourn Primary School. CRPs should be consulted on transport-related projects, for example the rural travel hubs project. The Meldreth, Shepreth and Foxton CRP is an overarching group with a strategic outlook, and the Rail User Group sits under it to deal with day to day train service issues.

While we are often working in frustration on rail related issues, the parishes benefit from what the CRP has been able to secure and keep in place: 50% student rail discount for sixth formers (a unique arrangement nationally), greatly reduced parking charges, continuation of the booking office, and according to British Transport Police a significantly lower rate of crime and anti-social behaviour than we would expect at a station of this size. We have good lines of communication with the rail industry and arrangements with local business that reduce the number of cars needing to access the station.

Given that the train service itself will greatly increase from next year, with new problems and opportunities, the CRP seems important to maintain. Therefore, as you will remember, last year funds were raised toward the establishment of a part-time paid post in order to ensure a viable and sustainable endeavour. The CRP decided to establish a community interest company to provide an accountable financial and legal structure. To this end, South Cambs District Council (which is a member of the CRP) has provided professional advice in the establishment of a CIC, agreed to initially host the CRP paid post to ease the administrative burden, and to contribute £5K per year for two years toward the post, which will top up the funds committed by Meldreth, Melbourn, Shepreth and Foxton Parish Councils and Govia Thameslink (£700 each). The CIC Articles should be signed shortly, and the part-time paid post will be advertised next month. The CIC has three prospective directors: Chairman of the Finance Committee at Melbourn Village College, Chairman of the Governing Body at Melbourn Primary School, and Chairman of the Finance Committee at Foxton Parish Council. At the same time, the CRP's terms of reference will be refreshed to reflect these changes. Working in cooperation with parish councils is fundamentally important and an invitation to join the partnership will be sent out as soon as all these administrative jobs are completed.

Hopefully, these changes will make the Community Rail Partnership a well-supported and sustainable endeavour that brings benefit to the local community.

APPENDIX E

PC107/17 The Clerks Report – 23rd October 2017

Damaged to Kissing Gate and Bollard – Station Road Melbourn

On Saturday 8th July 2017 a vehicle was driven into a bollard which then damaged the Kissing Gate belonging to All Saints Church, Melbourn. Cambridge County Highways have repaired the bollard. The Parish Council have been liaising with their insurance company and a settlement has now been agreed and the repairs to the kissing gate will be completed in December 2017.

Annual Return for the year ended 31 March 2017

The Annual Return for year ending 31st March 2017 has now been completed and commented upon by our External Auditors PKF Littlejohn. Their comments are available on our website and noticeboard. The public have been able to access the Council's accounts since 27th September 2017 and the closing date for accessing the accounts will be 31st October 2017.

Precept 2017

The 2nd half of the precept £102,856.50 was paid into the Parish Council's Account on 19th September 2017

Christmas Tree Lights Event at The Hub on Saturday 2nd December 2017

I am writing to you to let you know that a group of people have formed a committee to organise a Christmas Tree Lights Event at The Hub on 2 December 2017. We are mainly drawn from the Village Fete Committee and have been granted a loan from the Fete funds to meet the costs. We are working with The Hub management group who are jointly organising the event.

The outline plan is to erect a Christmas tree outside of The Hub. On Saturday 2 December The Hub will host some Children's activities and festive singing. A marquee at the front of The Hub will have in it a Santa's Grotto. The main event will run from 4 pm to 6 pm but the Santa's Grotto will start earlier. We intend to use all of the downstairs part of The Hub.

At about 5:30pm we will encourage everyone to move outside to sing some Christmas songs around the tree and the lights will be switched on by a willing local resident who will be selected by lottery.

We hope to coordinate this switch on with the tree erected by the Parish Council at the cross.

The tree outside of The Hub will be about 15 feet high and be placed in either a pre-prepared hole or stand and be to the right of the path leading to the main door.

We would like to advertise the event with a banner at the Village cross to be placed after the Remembrance Day Weekend on 13 November and taken down after the event. We plan to sell raffle tickets through The Hub and also during the weekend 25/26 November to raise funds and awareness. We have the necessary licence for this. We have also a licence to sell mulled wine at the event. The Hub will be offering suitable food and drink throughout the event.

Trevor Purnell
Chair – Village Fete Committee

Grievance Report

The Information Commissioner's Office (ICO) has lost its Court case and the Parish Council will be obliged to release the Grievance document. This will be discussed under agenda item PC103/17 on 23rd October 2017.

Car Park Rates

Having spoken with the Valuation Office Agency the reduction from £24000 to £22500 is due to a "Check" that the Parish Council asked for on 7th August 2017 and NOT an appeal. The reduction is in relation to the CCTV on the car park and although it was installed back in December 2015 it was not actually used until April 2016, therefore there has been a reduction in cost to the Parish.

The next part of the process is to "**challenge**" this new Rateable Value. This process is free and the Parish Council will attempt to do this.

If after completing the "**challenge process**" the Valuation Office Agency still stay the value should remain the same then the Parish Council would need to '**appeal**' and there would be a charge for this. This would be a decision for Council to decide on.

Yellow Lines

Residents have asked about the possibility of having double yellow lines on the High Street to give better visibility for turning out of Water Lane. This is a longstanding concern and this subject came up during the research for the Village Plan back in 2010/11. Many complaints/comments like this were logged about careless parking along High Street from this research.

There is a conflict between either (a) trying to control parking along the High Street by painting yellow lines and (b), controlling the speed of traffic along the High Street.

The judgement from the Village Plan, following consultation with Highways and Police, was that it is better not to try and control parking as:

1. Yellow lines would be ignored anyway by most car owners, as there is no policing of parking restrictions anywhere in Melbourn.
2. The parked cars along the High Street control the speed of the traffic by making the street rather narrow.

More recently, the Parish Council commissioned a study by Skanska (the contractors for Cambridgeshire County Council Highways Authority). The outcome was reported to the Council at its meeting of 13 March 2017. Skanska had been asked to consider whether changes to the parking arrangements in the High Street (i.e. whether to introduce parking areas, with double yellow lines in other places) would be a useful improvement. It was not one of their recommendations.

Responsibility for Highways lies with the County Council and Cllr van de Ven is the contact point for Highways issues.

Road Inspections

Parish Councillors have recently started to carry out their allocated road inspections and report their findings back to the Parish Clerk. The Clerk and Assistant Clerk are in the process of writing to residents if they have overgrown trees/bushes within their property.

Village Warden Vacancy

Following interviews w/c 9th October 2017, **Dennis Bartle** has been offered and accepted the vacant Village Warden position.

Please join me in welcoming Dennis, who is a long-term Melbourn resident.

He will commence his employment, partnering with Keith Rudge, on 13 November 2017.

The Boundary Commission

The boundary commission has just published the revised proposals. The three wards of Bassingbourn, Melbourn and The Mordens are still recommended to be in the North East Hertfordshire constituency with the addition of Meldreth. However, a name change has been proposed to 'Letchworth and Royston'.

SOMETHING NEED DOING IN MELBOURN?

Is there something not working in Melbourn? A faulty streetlight? Grass too long in your local play park?

What can you do about it? Report it to the right authority. Don't worry whether someone else might already have done it – the more times a defect is registered, the more likely something will be done about it!

Who should you report it to? For services provided by either the District or County Councils, go straight to the reporting facilities they provide:

Problems with street lights

Contact the Fault Line on 0800 7838247 and given the number of the faulty light.

Widespread and internal property flooding

Use the following form to report flooding.

https://www.cambridgeshire.gov.uk/site/xfp/scripts/xfp_form.aspx?formID=48&language=en

A different system is used to report highways-related flooding (eg, blocked road drains, sewers, gullies). See next section.

Road markings and road signs; Pot holes; Street lights; Highways related flooding

For all three, there is one on-line reporting site:

http://www4.cambridgeshire.gov.uk/info/20081/roads_and_pathways/10/roadworks_and_faults

Or contact Cambridgeshire County Council: 0345 045 5212

Bin emptying, breach of planning control; broken street name plate; abandoned vehicle, dog fouling; graffiti; littering

Use the following link and chose the correct form:

<https://www.scambs.gov.uk/form-type/report-it>

Or phone the South Cambridgeshire District Council Contact Centre: 03450 450 500

CRIME AND ANTISOCIAL BEHAVIOUR

To report less urgent crime or disorder, to contact the police with a general enquiry or to speak to a local officer, **dial 101**.

101 is available 24 hours a day, 7 days a week. The system is smart and will identify where you are calling from and connect you with the local police for that area.

ANTI-SOCIAL PARKING

Please report persistent anti-social parking online at:

<http://tinyurl.com/SouthCambs-Parking>

The information will be used to build up a picture of where and when parking is an issue. This will be used to carry out crackdown days, when targeted patrols of Special Constables and PCSOs will focus on problem areas.

PARISH MATTERS

If the service is provided by the Parish Council or you are not sure who to contact, notify the Parish Clerks (Sarah Adam or Claire Littlewood) either by phone (01763 263303 #3) or e-mail notifications@melbournpc.co.uk. Do not wait until a Parish Council meeting to report a problem.

Supporting documents are published at the same time as the meeting agendas, on the Wednesday before the meeting. If you are not able to attend the meeting, please e-mail the Clerks with any comments or questions you would like raised at the meeting.

APPENDIX F

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1990	BACS1710 25AC	£24.00	£0.00	£24.00	15/10/17	Anita Cook - Gardening 183 High Street	£24.00
		£24.00	£0.00	£24.00		Anita Cook - Total	
2002	BACS1710 25AS	£90.00	£0.00	£90.00	19/10/17	Arun Sumala - Refund for pavilion booking 25th November	£90.00
		£90.00	£0.00	£90.00		Arun Sumala - Total	
1988	BACS1710 25BT	£47.40	£7.90	£39.50	09/10/17	British Telecom - Broadband subscription	£47.40
		£47.40	£7.90	£39.50		British Telecom - Total	
1912	BACS1710 25CAPALC	£175.00	£0.00	£175.00	03/10/17	CAPALC - Cllr Training for Madiyiko and Buxton 13/20/27 Sept - buxton only 13 + 27	
1943	BACS1710 25CAPALC	£25.00	£0.00	£25.00	05/10/17	CAPALC - Clerks and Cllrs Annual Catch up day x 1	
1986	BACS1710 25CAPALC	£140.00	£0.00	£140.00	31/08/17	CAPALC - New Councillor training	£340.00
1		£35.00	£0.00	£35.00		F&GP Councillor training session 1 John Travis 12 July 2017	
2		£70.00	£0.00	£70.00		F&GP Councillor training John Travis and Steve Kilmurray 19 July 2017	
3		£35.00	£0.00	£35.00		F&GP Councillor training John Travis 26 July 2017	
		£340.00	£0.00	£340.00		CAPALC - Total	
1992	BACS1710 25CAPS	£10.00	£0.00	£10.00	17/10/17	CAPS - Deduction of wages for Peter Andrews	£10.00
		£10.00	£0.00	£10.00		CAPS - Total	
1983	BACS1710 25CL	£56.00	£0.00	£56.00	10/10/17	Claire Littlewood - 100 2nd class stamps - Post Office paid by C Littlewood	
1981	BACS1710 25DENT	£43.20	£7.20	£36.00	05/10/17	Dent's - 6 x keys for Pavilion (various)	£43.20
1980	P479	£50.00	£8.33	£41.67	05/10/17	Dent's - 3 x MT5 key for Pavilion - K Rudge	£50.00
		£93.20	£15.53	£77.67		Dent's - Total	

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
1972	DD171012E ON	£7.91	£0.38	£7.53 27/09/17	e.0n - Electricity bill - Old rec	£7.91
1977	DD171013E ON	£8.61	£0.41	£8.20 28/09/17	e.0n - Electricity charges Littlehands store	
1978	DD171013E ON	£8.35	£0.40	£7.95 28/09/17	e.0n - Electricity charges - Orchard Road cemetery	£16.96
1987	DD171023E ON	£55.03	£2.62	£52.41 08/10/17	e.0n - Electricity charges Littlehands store	£55.03
1976	DO171016E ON	£39.18	£1.87	£37.31 02/10/17	e.0n - Electricity charges for carpark workshop	£39.18
		£119.08	£5.68	£113.40 e.0n - Total		
1994	BACS1710 25GB	£3,388.80	£564.80	£2,824.00 30/09/17	Gratte Brothers - Supply and instal dishwasher for Hub	£3,388.80
		£3,388.80	£564.80	£2,824.00 Gratte Brothers - Total		
2000	BACS1710 25H&CGM	£906.00	£151.00	£755.00 18/10/17	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for Octoberr 17	
2001	BACS1710 25H&CGM	£1,656.41	£276.07	£1,380.34 18/10/17	Herts And Cambs Ground Maintenance Limited -	£2,562.41
1		£1,400.40	£233.40	£1,167.00	CEM Monthly cemetery maintenance for OCT 17	
2		£256.01	£42.67	£213.34	CON Monthly maintenance for five areas of the village Octt 17	
		£2,562.41	£427.07	£2,135.34 Herts And Cambs Ground Maintenance Limited - Total		
2007	BACS1710 25HMRC	£12,856.72	£0.00	£12,856.72 19/10/17	HM Revenue & Customs - Tax and National insurance/Wages & P Andrews redundancy - October 2017	£12,856.72
		£12,856.72	£0.00	£12,856.72 HM Revenue & Customs - Total		
1989	BACS1710 25HOW	£42.00	£7.00	£35.00 14/08/17	Howden Joinery Limited - Cupboard for pavilion kitchen	£42.00
		£42.00	£7.00	£35.00 Howden Joinery Limited - Total		
1929	DD171007I CO	£35.00	£0.00	£35.00 29/08/17	ICO - Data protection registration annual renewal	£35.00
		£35.00	£0.00	£35.00 ICO - Total		
1969	P476	£5.71	£0.00	£5.71 29/09/17	Ironmongery Online - Hinge for rec gate from Ironmongery Online - payment to K Rudge	£5.71

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
		£5.71	£0.00	£5.71		Ironmongery Online - Total	
1993	BACS1710 25JP	£50.00	£0.00	£50.00	16/10/17	Just Pests - Mole control Recreation Groundn- The Moor	£50.00
		£50.00	£0.00	£50.00		Just Pests - Total	
1970	BACS1710 25LS	£87.55	£14.59	£72.96	01/10/17	LUCID Systems - Covered agreement November 2017	£87.55
		£87.55	£14.59	£72.96		LUCID Systems - Total	
1974	BACS1710 25MDL	£1,046.40	£174.40	£872.00	04/10/17	MD Landscapes - Grass cut inners, verges, September	
1975	BACS1710 25MDL	£1,047.60	£174.60	£873.00	04/10/17	MD Landscapes - Grass cut inners, verges, new areas August	£2,094.00
		£2,094.00	£349.00	£1,745.00		MD Landscapes - Total	
1967	BACS1701 025MCHMG	£60.00	£0.00	£60.00	26/09/17	Melbourn Community Hub Management Group - Room Hire 9/8/17 - Extra O/PC Mtg 21st Sept 17 - 199 Homes	£60.00
		£60.00	£0.00	£60.00		Melbourn Community Hub Management Group - Total	
1973	P477	£0.50	£0.00	£0.50	04/10/17	North Hertfordshire District Council - NHDC - parking royston - PC Banking - S Adam	£0.50
		£0.50	£0.00	£0.50		North Hertfordshire District Council - Total	
1971	DD171001N OW	£43.20	£7.20	£36.00	02/10/17	Now Pensions - Employer service charge for October 2017	£43.20
2006	DD171025N OW	£105.45	£0.00	£105.45	19/10/17	Now Pensions - Direct Debit pension contribution October 2017	£105.45
		£148.65	£7.20	£141.45		Now Pensions - Total	

Signature

Date

Signature

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1995	P484	£2.40	£0.40	£2.00	18/10/17	Phillimore Garden Centre - Grass Seed - K Rudge	£2.40
		£2.40	£0.40	£2.00		Phillimore Garden Centre - Total	
1982	P478	£6.00	£0.00	£6.00	05/10/17	Post Office - Postage (K Rudge) advertising	£6.00
		£6.00	£0.00	£6.00		Post Office - Total	
1952	DD171016P WLB	£14,424.67	£0.00	£14,424.67	19/09/17	Public Works Loan Board - Community Hub - loan repayment	
1953	DD171016P WLB	£2,052.43	£0.00	£2,052.43	19/09/17	Public Works Loan Board - Communit Hub - loan interest	£16,477.10
		£16,477.10	£0.00	£16,477.10		Public Works Loan Board - Total	
1998	P473	£10.01	£1.67	£8.34	25/09/17	Rontec - Petrol for mower - K Rudge	£10.01
1965	P474	£15.01	£2.50	£12.51	26/09/17	Rontec - Petty cash to Keith - petrol for van	£15.01
		£25.02	£4.17	£20.85		Rontec - Total	
1985	P481	£13.50	£2.25	£11.25	10/10/17	Royston Cycles - Keys for pavilions- K Rudge	£13.50
		£13.50	£2.25	£11.25		Royston Cycles - Total	
1999	BACS1710 25STL	£144.00	£24.00	£120.00	17/10/17	Shire Trees Limited - Clear fallen branch blocking carriageway - back lane	£144.00
		£144.00	£24.00	£120.00		Shire Trees Limited - Total	
1649	DD171001S CDC	£242.00	£0.00	£242.00	01/10/17	South Cambs District Council - Business rates for Melbourn Pavilion October 2017	
1659	DD171001S CDC	£1,235.41	£0.00	£1,235.41	01/10/17	South Cambs District Council - Business rates for Melbourn Car Park October 2017	

Signature

Date

Signature

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Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1672	DD171001S CDC	£67.00	£0.00	£67.00 01/10/17	South Cambs District Council - Business rates for Cemeteries - 1 October 2017	£1,544.41
1774	DD171003S CDC	£18.13	£0.00	£18.13 25/05/17	South Cambs District Council - direct debit trade refuse pavilion Oct 17	£18.13
		£1,562.54	£0.00	£1,562.54	South Cambs District Council - Total	
1984	BACS1710 25TENI	£1,384.50	£0.00	£1,384.50 10/10/17	Ten Insurance Services - Annual insurance for BMX Grinnel Hill Site	£1,384.50
		£1,384.50	£0.00	£1,384.50	Ten Insurance Services - Total	
1968	P475	£3.74	£0.62	£3.12 20/09/17	Tesco - Petty cash - coffee for office	£3.74
1997	P483	£10.00	£1.67	£8.33 11/10/17	Tesco - Diesel for van - Keith Rudge	£10.00
		£13.74	£2.29	£11.45	Tesco - Total	
1979	P480	£6.00	£1.00	£5.00 06/10/17	Timpson - Key for cricket store (G Clark)	£6.00
1996	P482	£12.00	£2.00	£10.00 11/10/17	Timpson - Keith Rudge - keys cut for the pavilion	£12.00
		£18.00	£3.00	£15.00	Timpson - Total	
Total		£41,757.82	£1,434.88	£40,322.94		

Signature

Date

Signature

APPENDIX G

**MELBOURN PARISH COUNCIL
Community Engagement Policy**

1. INTRODUCTION

Melbourn Parish Council's Community Engagement Policy outlines the means of engagement with its residents and partners (for example, neighbouring Parish Councils) and how these might develop and improve over time.

It recognises that the services it provides must reflect the needs of its parishioners and the locality. Residents, local businesses and other organisations in the Parish must be involved in decisions affecting them and their neighbourhood, and in shaping the future of their Parish.

2. ENGAGEMENT WITH RESIDENTS AND PARTNERS

The Parish Council engages with its residents and partners by:

- informing, consulting and involving;
- being inclusive and engaging with all of its residents and partners; and
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Melbourn.

3. OBJECTIVES

- To improve, plan and shape the future of the Parish according to local needs and priorities
- To improve the quality and delivery of services
- To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish
- To be a stronger, more active and cohesive Parish

4. HOW THIS WILL BE ACHIEVED

“The right information at the right time by the right method”

Communication

Delivering information

Informing members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

Melbourn Village Magazine, which is delivered to every house and business in Melbourn. It updates local people on Parish events and invites involvement in its activities. Both the Clerk and Chairman of the Council contribute regular articles.

The Parish website has a wealth of local information and is updated on a weekly basis. The home page consists of latest news and information to keep the site interesting.

Press releases to the local press are issued, highlighting items which benefit from being communicated immediately.

Meetings of the Council and its Committees are open to the public. Agendas and minutes are published on the website and on the Parish Notice Board.

Since 10 October 2016, a sound recording of the full Parish Council meetings has been put onto the website so people no longer have to attend a meeting to hear the discussion.

Delivering information can be improved through:

- More attention to the timeliness of communications. MM is only published quarterly so there may need to be more emphasis on Press Releases.
- Introducing a regular 2-page Newsletter to report on live issues and give advance notification of Council discussions which might be of wide interest.
- Publishing the supporting information at the same time as the agenda.
- Collecting information on the number of hits on the website over a defined period to gauge its effectiveness as a delivery vehicle.
- Using communication at points where it is likely to be noticed by the maximum number of people eg notices in the Hub, the Co-op and Post Office.

Inviting Participation

The articles in Melbourn Magazine may invite participation. There is no information on the efficacy of this route.

Parish Council and committee meetings include an opportunity for members of the Parish to engage with councillors. A change has already been made to the arrangements for public participation in Council meetings. The effectiveness of the change will be reviewed at the end of the Civic Year..

Participation can be improved by:

- Promoting the Annual Parish Meeting through notices in the Hub, the Co-op and Post Office. Consideration should be given to offering an inducement to attend eg refreshments and having a general Q&A session about anything parishioners want to raise. The Council may wish to use this meeting for the Parish Awards.
- Inviting to the public to submit questions/comments by e-mail if they are unable to attend the Council meeting.
- Having a more direct method of communication and one that will reach people who do not look at the website or Notice Board eg Facebook.

Understanding of the Parish Council's work can be improved by:

- Extending the range of information available on the website and positively promoting it as a source of information to answer questions.
- Pulling together information about the Council's work into an easy to read guide.

Consultation

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and given an opportunity to make a difference. For 'big' issues, the Council has used direct means of consultation to ensure all members of the community are informed about the issue and invited to contribute their opinion.

Consultations include all members of the Parish for example, the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. However, to date the same communication methods have been used for all and in practice, these special groups may require different engagement channels.

Consultation can be improved by:

- Developing strong links with schools and other local groups to help with consultations.

Support

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of understanding the needs and aspirations of local groups. Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

Publicising the PC's role can be improved by:

- Ensuring that the groups which receive funding acknowledge the PC's role.

Working with the community

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose. Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives.

The consultations carried out by the Melbourn Futures Committee and for the Neighbourhood Plan have laid the groundwork for consulting the community in innovative ways as well as by questionnaire.

Public participation in Working Parties has begun, and will be continued.

5. MEASURING SUCCESS

The success of individual consultations will be measured by the appropriate Committee to highlight any areas for improvements.

The PC should ask for feedback on its communication strategies at the Annual Parish Meeting in 2017.

6. STRATEGY REVIEW

The Community Engagement Strategy will be reviewed annually.

Cllr Julie Norman:



Chair

Date: 23 October 2017

Responsible Officer	Parish Clerk	Date effective from 23 October 2017	
Author	Parish clerk	Date last amended 14 November2016	Review Date: October 2018

APPENDIX H

STRATEGIC VISION

To restore the trust and confidence of the Parish Council to the residents of Melbourn in the diversity of Service, guidance, advice and associated expenditure.

STRATEGIC PLAN JANUARY 2017 TO MAY 2018

Aim: To put the Parish Council into good shape, both financially and in terms of good governance, to be in a position to qualify for the NALC Quality Award by May 2018.

1. **Openness and transparency, and engagement with the community.**
 - Implement the adopted Community Engagement Strategy.
 - Encourage continuing public attendance at PC meetings, providing information and access for those unable to attend the meetings.
 - Ask the community to nominate people for the Melbourn Awards and use this to make the Annual Parish Meeting a 'must attend' event.
 - Re-design the website to make it a repository of easy-to-find information.

Outcome: Have a contested election in May 2018 with new people coming forward to participate.

2. **Work effectively as a PC, ensuring that governance is excellent.**
 - Undertake a thorough review of Standing Orders to ensure that they are fit for purpose and that everyone understands and uses them.
 - Carry out an audit of processes against the adopted Financial Regulations, Internal Audit Report and NALC Good Council Award criteria.
 - Implement the lessons from the Car Park Working Party post-project review so that future PC projects are subject to good governance.
 - Ensure that the adopted policies are reviewed and put into practice. Risk assessments of processes will follow from this.
 - Undertake training both to learn the factual basis of being a Parish Councillor and the environment in which a Councillor operates, and the skills of being a Chair.
 - Review the need for, and operation of the committees, to improve efficiency, ensure they function properly, and make sure issues are not debated numerous times.
 - Understand the changing environment in which the Council will operate.

Outcome:

- Have a Council by May 2018 which is run so that the time commitments for Councillors are such that people at all life stages feel they can make the commitment.

3. Be a good employer.

- Ensure all *employees* have a job description, a contract, pension provision and that risk assessments have been carried out as necessary. Good practice for recording of time worked, holidays taken, etc are in place.
- Ensure that it is clear what *contractors* need to do if they have a complaint/grievance or other issue with the PC.
- Put in place Line Management for the Clerk and a day-to-day contact point.
- Consider what support is needed for the Clerk on her RFO role, and for how long.

Outcome: a workforce which is clear about what the council expects from it and is confident to raise concerns if necessary.

4. Establish a clear understanding of the Council's Finances and develop a strategy for future spending

- Purchase and use effectively an accounting system. – *agreed not to*
- Implement a plan to bring reserves up to an acceptable level.
- Review value for money in all the Council's activities, including ensuring contracts are fit for purpose. *ongoing*
- Investigate ways of increasing the Council's income, including making grant applications. *ongoing*
- Put in place maintenance plans for soft and hard landscaping.
- Put in place revised financial and governance arrangements for the Hub.

Outcomes:

- A Parish Council which has a clear picture of its actual spend and committed spend at any point in the financial year.
- A published plan to build the reserves up to an acceptable level with timescales.
- A Precept for FY 2018/19 which accurately represents predicted spend and makes an allowance for projects in FY 2018/19.

5. **Become a Council which has a clear idea of what its community wants¹ and which works to achieve them.**

- **Identify a list of projects for future s106 and Precept funding.**

Outcome: By May 2018, a list of potential projects, with an implementation plan for each, together with an understanding of how the PC will fund its contribution to the work.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every October prior to setting the Precept

¹ This can initially be done on the basis of information already collected for the Neighbourhood Plan, and then go on to use input from the implementation of the Community Engagement Strategy.

APPENDIX I

POLICY AND PROCEDURE: EMPLOYEE PERSONAL INFORMATION

PURPOSE: This policy complements the Council's Data Protection and Information Security which deals with our approach to information obtained and held on members of the public and Councillors. .

SCOPE: It sets the standards that govern the collection, use, storage, disclosure or disposal of all personal information relating to staff employed by the Council. Through adoption of this policy we make sure that the Council complies with the requirements of the Data Protection Act 1998.

POLICY: Information will be obtained fairly and lawfully, and will only be processed with the consent of the employee.

PROCEDURE:**1. Obtaining Information**

- 1.1 Every effort will be made to ensure that personal information gathered is relevant to a purpose of the Council and does not exceed the amount of information required. Irrelevant or excessive data will be erased.
- 1.2 The purpose of collecting the information will be clearly stated, either through a note on any form used or by the person collecting the information. Appendix 1 shows the purpose of information currently held by the Council.

2. Length of time retained and destruction

- 2.1 Data will be retained only for the period that it is used and relevant. These timings are set out in Appendix 1. At the end of designated lifetime records of personal information will be securely destroyed. Paper records will be shredded and electronic records deleted so that all back-up copies are also removed.

3. Disclosure of Information

- 3.1 Personal information will be used only for the purpose for which it was gathered ***unless*** the consent of the people concerned has been obtained to a new or varied use.
- 3.2 Personal information will be disclosed only to those who, in the view of the Clerk, have a demonstrable need to know the information. Access to personal

information will be refused if the data use is uncertain – even if the person requesting the information is entitled to it.

- 3.3 The explicit consent of the data subject will be obtained in writing. Confirmation of consent by telephone is acceptable if a written request has been received.

4. Standards of Data Collection

- 4.1 Information obtained from a third party will be marked to indicate its source. Information which has not been verified will be marked “Unverified: not to be used for decision”. The period of retention is set out in Appendix 1.
- 4.2 Nothing in this policy is intended to limit the right of employees to record all the information needed to achieve stated and agreed objectives. Where possible, the information recorded will be restricted to the factual. However, employees whose responsibilities require them to record their opinions and impressions will do so by recording their observations, followed by the conclusions they have drawn.
- 4.3 Personal records will accurate and be kept up to date. Where necessary, the data subject will be asked to confirm that what has been recorded is accurate.

5. Access to Personal Files

- 5.1 Employees should know the types of information held and may have access to their personal records. Information that would disclose the identity of a third person is exempt from access unless the consent of the source is available. Nor will information be disclosed that would otherwise infringe upon the privacy of a third party.
- 5.1 In general, information will be made available when requested. However, the Council will restrict access where its disclosure could entail harm either to an individual or the interests of the Council. A charge will be made only if the Council incurs costs in complying with the request, and the charge will be notified in advance. The identity of people requesting access to the Council's records will be verified.

6. Security

- 6.1 The Council will determine and maintain an appropriate level of security for its premises, equipment, network, programs, data and documentation, and will ensure that access to them is restricted to appropriate employee. Ease of

access to premises or information will be related to the sensitivity of the information processed or stored.

- 6.2 Council employees who have access to other employees' records will be made aware of the security regime and the reasons for it.
- 6.3 Appropriate back-up procedures will be maintained.
- 6.4 Sickness and accident records should be kept separately from absence records. Sickness records typically contain details of the illness or condition from which an employee is suffering. Accident records generally contain details of the injury suffered. Absence records contain only details of time away from work and a generic reason.

7. Recruitment

- 7.1 Only questions which help the Council decide whether or not to recruit a person will be asked. We do not collect at interview information that will be needed later to administer employment. This information is requested once the person has been recruited.
- 7.2 The Council recognises that interviewees have a right under the Data Protection Act to request access to their interview notes. These notes are kept securely. If the interviewee is rejected, they are shredded after 6 months. If the interviewee is taken on, information is extracted as set out in Appendix A, and the rest is shredded.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 23 October 2017

Review Policy: Every 12 months

PURPOSE AND RETENTION TIME FOR EMPLOYEE PERSONAL DATA

Category	Purpose	Length of time retained
Application form	Employee's written confirmation of employment history Suitability for Employment Salary assessment	For the duration of the employment to which it relates, and 12 months thereafter.
Interview notes	Suitability for employment	6 months from date of appt
References	For present employment For future employment	6 months from date of appt 6 months from date last requested
Copies of qualification certificates	Suitability for employment	Duration of employment and 6 months thereafter.
Contract of employment and any variation letters Copy of contract acceptance	Written confirmation of the legal agreement between employer and employee.	For the period of employment and 12 months thereafter.
Administrative info eg address, payroll number	To communicate with the employee in matters relating to their employment	For the period of employment
Copy of one of the following: NI number, British certificate,	Employer's defence in relation to the Asylum and Immigration Act	Duration of employment and 6 months thereafter.

passport or Home Office documentation, work permit		
Performance records	Written confirmation of the employee's performance record.	3 years
Induction records	To show that employees have been given appropriate training	Duration of employment and 6 months thereafter.
Training records	Monitoring employee development	Duration of employment and 6 months thereafter.
Absence records, including self-certification, medical certificates and other leave of absence including parental leave.	Monitoring employee absence	For 3 years – including after the termination of employment.
Disciplinary records	Monitoring employee conduct and/or capability	In accordance with the Council's disciplinary procedures.
Letter of resignation and acceptance of resignation	Written confirmation of date of leaving Council's employ.	12 months after leaving
Exit interview notes	Record of view of Council. May include suggestions for improvements.	12 months after leaving

APPENDIX J

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.

Attention : James Fisher
106 Officer
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

13 October 2017

Dear Mr Fisher

**Planning Application
The Moor Melbourn S/1032/17/FL
Infrastructure Improvements**

Thank you for your email of 4 October requesting infrastructure improvements to be delivered as part of the proposal, were it to be approved.

Melbourn Parish Council (MPC) has identified a number of infrastructure projects required for the village as a result of current and proposed new developments. It is their contention that financial contributions towards these projects be apportioned on a pro rata basis depending on the number of houses proposed in each development. This contribution does not include or mitigate the approved development of 199 homes and a care home at New Road where the Parish Council were given legal advice not to engage with the developer on infrastructure issues.

The infrastructure projects identified are:

1. Skateboard Park

MPC had a skateboard ramp situated on the New Recreation Ground at The Moor. Following vandalism the ramp had to be removed in 2014/5 (PC99/14) and the Parish Council agreed the principle of replacement. MPC have reaffirmed its intention to replace the facility. Preliminary discussions with users have indicated that the facility at Foxton is popular and caters for a number of different uses (skateboarding and stunt BMX). The

proposal is to provide a facility which is the same size as that at Foxton. This fits into the old site and keeps the ramp in an easily accessible place in the village. A decision on the exact design has not been taken and MPC are currently conducting a feasibility study in order to review costs, designs and durability. We have obtained quotes from the supplier which range from £60k to £110k. MPC will be applying for grants to top up the funding, as well as funding from the Precept.

2. Expansion of the Community Hub

The Melbourn Community Hub now makes a vital contribution to the well-being of the residents of Melbourn, it is fully utilised and seen as a place of choice for many. Any increase in population will inevitably impact and will require an increase in community space to facilitate the delivery of services and community engagement. Initial sketch plan drawings have now been produced together with a preliminary estimate of cost. At this stage cost of this work is in the region of £150k including risk and contingencies.

3. Provision of Pull Off for HGV Delivery Lorries Co-op, High Street.

The parking of delivery lorries outside the High St Co-op at close proximity to the traffic lights at a major junction creates traffic jams, resulting in vehicles mounting the kerb travelling in the opposite direction to pass along the High St and danger for pedestrians and cyclists. Melbourn Parish Council has regularly engaged with the Co-op to regulate the timing of the vehicles outside of the rush hours without success. The situation will only worsen with the increase in village population as a result of the proposed developments resulting in potentially even more deliveries. Initial discussions with developers on the funding of a pull off to take the vehicles off the High St were positive and an early indication is that the cost of such a development will be in the region of £50k.

4. Library Access Point (LAP)

The LAP is based at the Hub and has become a very focal part of the village. The LAP's future depends totally on the viability of the Hub. The main reason for the Hub being built was when the building previously housing the LAP was condemned. The LAP is open for 14 hours per week and has been run by volunteers since 2003 and has continued to grow in membership over the years. The number of visitors for 2016 totalled 4,510 this includes 78 new members and for the first 9 months of the current year so far 3,480 visitors and 62 new members. The mobile library offers less than 2 hours per month. Since moving to the Hub there has been a noticeable increase in younger members, especially those of pre-school age. A story time session run by an LAP volunteer has proved very successful. It is very important to engage children to enjoy books at an early age. The LAP has an interesting range of books, Cambridgeshire Library service supply a selection of approximately 100 books per annum. These are supplemented by another 300-400 books per annum purchased by a member of the LAP committee. The Melbourn District Library (LAP Access Point) has written to the Parish Council seeking assistance to secure s106 funds for improvements to its service. MPC understands that the following planning permissions have been granted and where Cambridgeshire County Council secured a financial contribution towards libraries and lifelong learning:

- S/2048/14/FL Rear of Victoria Way off New Road secured £4,090.45 for Library and Lifelong Learning serving the parish of Melbourn

- S/2791/14/OL Land to the East of New Road secured £13,812.10 as a library and lifelong learning contribution to be used towards the cost of the provision and/or running of mobile library vehicle
- S/0287/15/OL 36 New Road secured £1,301.40 towards library and lifelong learning by way of provision and/or running of mobile library vehicle.

We further understand that Cambridgeshire County Council is seeking financial contributions of £10,845 in respect of the proposed development of 150 dwelling at the Marley Eternit site and which it said will be directed towards an additional route stop and to purchase additional books, resources and equipment required to meet the library and lifelong learning needs of this new population.

In total this is around £30k worth of library contributions and representatives of the Melbourn Library Access Point would like to suggest that investment in the LAP, rather than through additional mobile library provision, is a more efficient and sustainable way in which future library provision could be facilitated for the benefit of Melbourn and other villages served. The Melbourn LAP currently opens for 14 hours a week with a late night option. By contrast the mobile library van comes to Melbourn once a week/fortnight for an hour and only serves the sheltered housing area.

Given the reasons above, MPC fully supports the approach suggested by the LAP. Such investment in the LAP would mean that any grants can be used to enhance the running and improvement of services offered to Melbourn and surrounding villages.

5. Traffic Improvements:

The Parish Council have identified a number of traffic improvements necessary under the 278 process should the proposed developments be approved. These include:

- Gateway access to all major routes into the village centre (High St, Cambridge Road, Station Road and New Road (this gateway will need to be moved nearer the A505)
- Changing speed limits from A10 on the Cambridge Rd to 50mph (to align with the speed limit on the A10) and then reduce to 30mph
- The A505 into New Rd reduce to 30mph from 60mph at a new more visible location to the south of the village.
- Re-lining all existing road markings for a distance of 400m on all approaches to the traffic lights at the Cross junction which urgently need to be repainted as per existing traffic orders. This would also include the Zebra crossing.

The estimated capital cost of this work is £40k and given the County Council's continued lack of funding it would be preferable to MPC to include further monies for the future maintenance of this work for a period of 10 years. This would be in the region of £15K.

Melbourn has another application for housing (S/2141/17/OL - Application for 160 houses, Cambridge Rd, Melbourn) that hasn't as yet been given a date for the planning committee decision process. The application is considerable in size and will have a significant impact on the existing infrastructure. Pro rata s106 monies should be applied in all the above listed areas of mitigation.

MPC assumes that Cambridgeshire County Council will submit s106 requests for monies in support of the library service as above on a proportionate basis. MPC again argues that the

Melbourn Parish Council

s106 monies would be better spent at a local level where the actual mitigation has the most effect.

The total houses increase both in Melbourn and locally that have the potential to impact on Melbourn and its library service, community space, and road junctions, is approximately 614. This represents a population impact of close to 2500. There are no other villages close by that can offer the services that Melbourn does; therefore MPC argues that mitigation should be awarded to it, to facilitate these services on a sustainable local level.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Sarah Adam', with a long, sweeping horizontal stroke extending to the right.

Sarah Adam
Clerk to the Parish Council

Parish Clerk

To: Parish Clerk
Subject: RE: Land to the rear of numbers 46-56 The Moor, Melbourn

From: Parish Clerk
Sent: 16 October 2017 16:03
To: 'Tom Fairhurst'
Cc: Assistant Clerk
Subject: FW: Land to the rear of numbers 46-56 The Moor, Melbourn

Dear Tom,

Melbourn Parish Council accept your recommendation subject to the following comments:

- Allow a seat around the mature sycamore towards the river and the centre of site
- Replace or repair boardwalk
- There are existing wild flowers in the orchard site which should be retained i.e. snowdrops and violets.

Kind regards

Sarah Adam

Melbourn Parish Clerk

From: Tom Fairhurst [<mailto:Tom.Fairhurst@adas.co.uk>]
Sent: 09 October 2017 12:01
To: Parish Clerk
Subject: Land to the rear of numbers 46-56 The Moor, Melbourn

Dear Sarah,

I hope you are well.

I am writing to provide you with an update on the progress of our discussions with South Cambridgeshire District Council (SCDC). Recently, a strategy to offset the ecological loss of habitat as a result of the proposed development in land to the rear of 46-56 The Moor (Planning reference: S/1032/17/FL) has been approved by SCDC subject to minor amendments (comments from the ecology officer attached).

At this stage, I would now like to take this opportunity to provide further information on the proposal, and would greatly appreciate the feedback of Rosemary and/or a representative of The Melbourn Futures Working Party in order to reach an agreement on the next steps.

Several weeks ago, myself and a colleague (a senior ecologist at ADAS) visited Stockbridge Meadows reserve to ascertain the key area that could benefit from enhancement, where we found the reserve to be a very pleasing and well managed site. The area outlined on the attached site management plan was identified as a site for improving, which was an area populated by nettles and occasional trees; the

majority of which were dead. Within this area there was also a section earmarked for the creation of a wildflower meadow which is currently dominated by nettle and poor semi-improved grassland.

Based on the above, and from initial conversations with myself and Rosemary we proposed the following to SCDC:

An enhancement scheme to initially clear ground vegetation and fell dead/dying trees in the areas. At the site boundary of the area, a mixture of dense bramble and blackthorn will be planted to continue to prevent any unwanted access to the reserve whilst simultaneously providing a net gain of scrub habitat which can support birds and other animal species. Within the proposed area, planting of a mixture of traditional orchard trees at spacing's no less than 3 metres apart will be undertaken. All previously felled dead trees would be used to create hibernaculum and bug hotels scattered throughout this area. The bug hotels would be made accessible from the footpath for members of the public to view and educational purposes. Along with the wildflower meadow area, the ground will be seeded with wildflower seed and rye grass. A two year aftercare programme will be provided to all orchard trees planted within the area.

In response to the above, SCDC requested that the native grass mix within the area is enhanced to provide a more diverse grassland, and that in addition to the aftercare of trees a detailed mowing regime is to be implemented. All of these items should be contained within an updated management plan for the orchard areas.

I would therefore greatly appreciate the view of the working party on this matter prior to submission of the management plan to SCDC. I hope that this meets their approval and I look forward to receiving feedback in due course.

Kind regards,

Thomas Fairhurst

FdSc MArborA

Arboricultural Consultant

Environment

ADAS

01954 268 236

07831 138 993

ADAS exists to provide ideas, specialist knowledge and solutions to secure our food and enhance the environment.

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THIS CONSULTATION IS NOW COMPLETE

Reference Number:	S/1032/17/FL
Proposal:	Full planning application for the construction of 23 dwellings with associated access from The Moor, infrastructure and open space
Site Address:	Land to the rear of numbers 46 - 56 The Moor, Melbourn
Case Officer:	David Thompson and Sarah Lucham
Comments due:	25/09/2017

☒ Ecology

Ecology

Further to my colleague's comments of 08/08/2017. I can confirm that the additional bat surveys conducted on the trees labelled as G16 within the ADAS tree survey have provided evidence that no bats are roosting within these tree at this time. Recommendation made within the file note should be followed to avoid legislative conflict in the future. If after a period of 1 year should the development not have commenced or these trees still require further works, then update surveys may be necessary.

I welcome the management plan for the compensation area; however I would like to see a more detailed grass mix identified for the proposed orchard area. Currently only ryegrass is identified to add to the wildflower mix. Coarse species such as bents, cock's foot, fescues, downy oat-grass, and false brome will help overwintering insect species if left uncut over the winter for example.

There needs to be an ongoing management plan to maintain the orchard. In Mr Fairhurst's reply to my colleague he mentions a two year aftercare plan for the newly planted trees; however there is no mention of grassland management. The grassland and wildflower areas need to be carefully managed in order to prevent ruderal and scrub habitats from returning. A detailed mowing regime will need to be instigated; this should include the removal of all grass cuttings once seeds have been aloud to fall from the cut grass.

In order to further refine the above issues I would suggest the following two conditions be placed within any permission given.

1. All ecological measures and/or works shall be carried out in accordance with the details contained in the File Note [ADAS 23/08/2017] as already submitted with the planning application and agreed in principle with the local planning authority prior to determination.
Reason: To safeguard species as protected under Schedule 2 of the Conservation of Habitats and Species Regulations 2010 (as amended)
2. A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and approved in writing by, the local planning authority prior to the occupation of development. The content of the LEMP shall include the following.
 - a) Description and evaluation of features to be managed.
 - b) Ecological trends and constraints on site that might influence management.
 - c) Aims and objectives of management.
 - d) Appropriate management options for achieving aims and objectives.
 - e) Prescriptions for management actions.
 - f) Prescription of a work schedule (including an annual work plan capable of being rolled forward over a ten-year period).
 - g) Details of the body or organisation responsible for implementation of the plan.

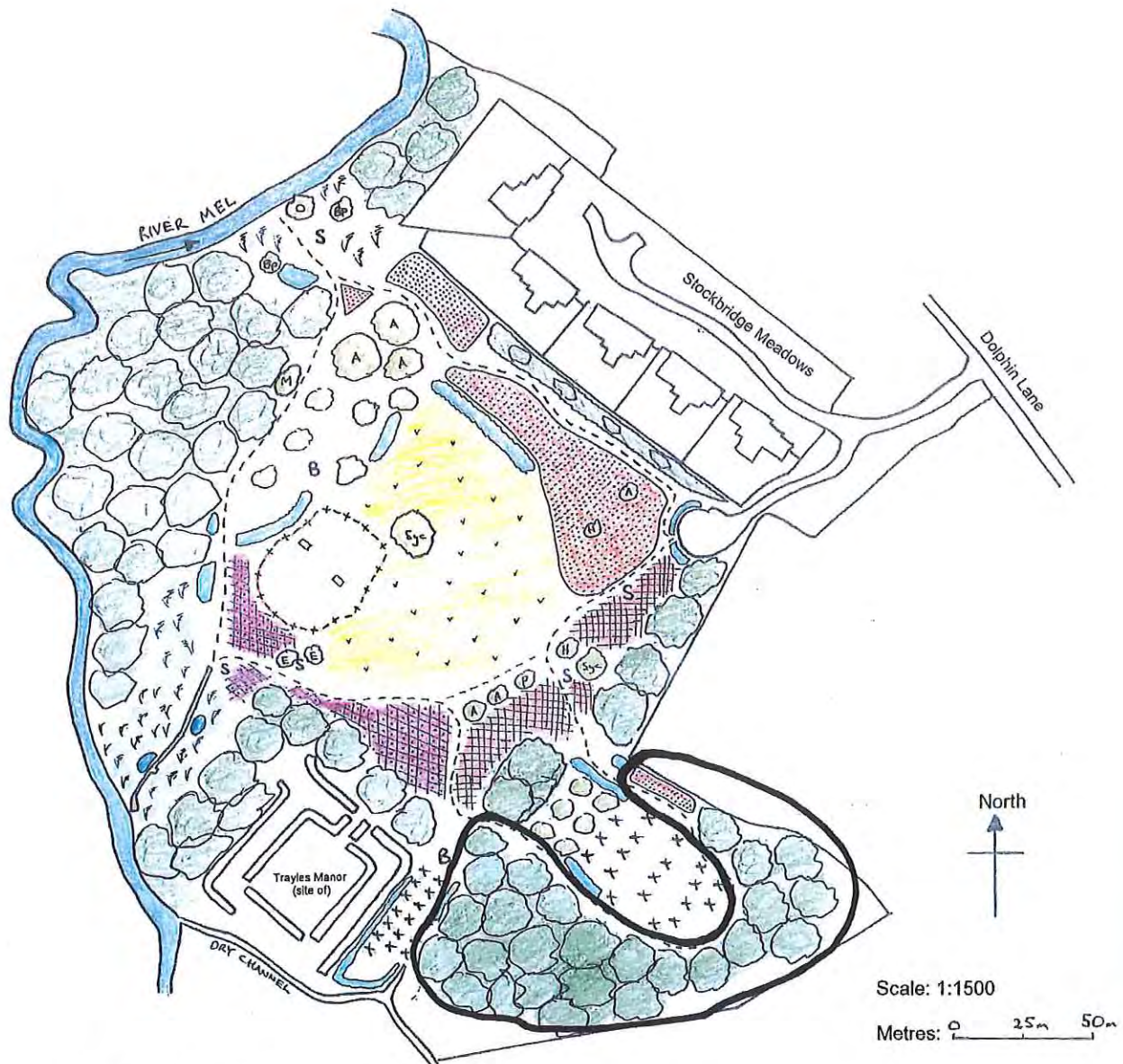
h) Ongoing monitoring and remedial measures.

The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The plan shall also set out (where the results form monitoring show that conservation aims and objectives of the LEMP are not being met) contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme. The approved plan will be implemented in accordance with the approved details.

Reason: To further refine the design and management of the orchard compensation area within Stockbridge Meadows which has been identified to offset the assessed ecological impact of the application?

Daniel Weaver
12/09/2017

Appendix 7 - Site management plan Stockbridge Meadows Riverside Park



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Key			
	Wildflower meadow		Notable tree E – elder, O – oak, Bp – black poplar, P – poplar, H – Hawthorn,, M – veteran field maple, Syc – sycamore, A – ash,
	Cowslip grassland	+++ +++	Fruit tree (apple, plum, pear)
	Rough grassland		Scrape
	Amenity grassland		Boardwalk
	Planted shrubs	S	Seat
	Reed / sedge	B	Bench
	Woodland / scrub (no access)		Mown path
	Lizard area		

APPENDIX K

PC115/17 MANAGEMENT OF THE PAVILION AND PITCHES

Management Group or User Group?

The Group should be small and composed of people who will actively contribute to the work and the development of the Pavilion and sports facilities as a village asset.

The potential problem with a User Group is that it will be large by its nature, and may turn into a forum for pleading special interest. A Management Group would be in a better position to arbitrate as necessary between the different interests. Governance arrangements will also be tighter with a small group, a significant proportion of which is Cllrs.

There will be a tension between the number of established football users and the need to extend the range of facilities offered.

As the facilities remain under the control of the PC, there should be [3] Cllrs. Independent members would be welcome, especially if willing to help with maintenance of building.

The main users at the moment are:

- Melbourn Saturdays FC
- Melbourn Sundays FC
- Royston Rovers FC
- Melbourn Dynamos FC
- MAYD
- River Mel Restoration Group
- Pilates Classes
- Aurora Group (potentially)
- Melbourn Fete Committee

Some input on pitch management/grounds maintenance will be needed (see below).

Key Holders

Clerks to issue keys to 'trusted users' as and when necessary.

Governance

In either case, control stays with the Parish Council so the PC sets the Ts & Cs, rates, etc. Day to day queries dealt with by MG consulting Clerks as necessary.

- Risk assessment for use of the Pavilion.
- Agreement to any variations from Ts & Cs.
- Review of charging structure after 1 year of operation

Initially, responsibility for the financial aspects of the sports facilities will remain with the PC. However, there should be a separate budget in the accounting system so that the Council can easily monitor the financial status of the sports facilities.

The MG will develop a plan for the sports facilities to become a self-sustaining entity in the longer term.

Bookings (Pitch and Pavilion)

Can be the responsibility of the MG or put in as a role for the manager of the pavilion and pitches. Keeping this with the Management Group means there is an independent record of what has been booked and hence what money should be coming in, and so is the preferred option.

The MG to:

- Recommend changes to Ts & Cs to reflect lessons learned.
- Issuing of Ts & Cs and making sure signed copy received.
- Take action if any infringements of Ts & Cs reported by Pavilion Manager. MG to recommend to PC any hirers to blacklist, according to recommendation of MG.
- Notify Manager of cancellations and whether any refund is due.

Manager

The proposal is to appoint a **contractor** to manage the Pavilion and grounds on behalf of, and paid by, the PC.

Tasks:

- Issue invoices and ensure they are paid, keeping full paperwork. Present monthly a list of invoices issued and payments made.
- Pass on cash/cheques to Parish Clerks for banking.
- Open and close Pavilion and store cupboard for football nets as necessary. *Gate to New Rec needs to be considered as may decide to keep it unlocked when the main gate is unlocked.*
- Clean the Pavilion.
- Inspect the fabric of the Pavilion after hire and report any damage/maintenance issues to MG.
- Report to the MG and Clerks any damage or other infringement of the Ts & Cs.

Grounds Maintenance

The MG needs someone to advise on:

- Suitability of pitch for playing on in bad weather to avoid damage and subsequent cost to PC. *Need to alter Ts & Cs to make this clear.*
- Need for grass cutting and line marking for football pitches in the light of actual conditions.
- The basic requirements for the grounds maintenance contract.
- State of goal posts and nets.

The recommendation is that this role is delegated to a member of Melbourn Dynamos Football Club because:

- The Club will be carrying out its own inspections on the day to decide whether its matches are to go ahead. They do this well before kick off so there would be plenty of time to contact the men's teams to let them know if the match has to be called off.
- The Club already pays the PC's grounds contractor for *additional* line markings and pitch care. It makes sense to ensure that the work for the PC and MDFC is co-ordinated.

The MG would be delegated to instruct the contractor **when** to carry out work which is included in the current contract, informing the Clerk at that point. Any additional work would need to be agreed with the Clerk in advance.

Pavilion Maintenance

The MG will carry out minor repairs/maintenance as necessary. Anything which will incur a cost (other than purchase of materials below the Clerk's authorisation limit of £100) must be referred to the Parish Maintenance WP for prioritisation.

Current Payment Structure

The current payment structure (as set out in the Terms and Conditions) will be retained until the MG has been able to consider how the amount charged compares with the costs incurred. A major review will then be undertaken.

Marketing and Advertising

Not a priority at the moment but will be the responsibility of the MG.

Sports Development

The MG will need to develop a plan to fulfil the terms of the Sports England Grant and to fit with any Cambridgeshire Healthy Village Initiative. There are opportunities to link into initiatives¹ locally which will be explored.

¹ For example, Let's get moving Cambridgeshire and Forever Active

APPENDIX L

Melbourn Parish Council

Risk Assessment : Melbourn Pavilion and sports pitches

Emergency contact

The Parish Office is usually open during the week and the Clerk or Assistant to the Clerk can be contacted by post, phone or by email. The keyholder on the day will provide an emergency contact number to the hirer.

Access to / from building – Low risk

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility.

Electricity - Low risk

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment. The fuse boards are located in the locked boiler room so there is no access for user groups.

Fire - Low

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

First Aid Provision - Low

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences / copy of the accident report should be reported / given to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: A defibrillator is located at Melbourn Sports Centre (01763 263313) and they have trained first-aiders on site.

Food Hygiene - Low

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

Ground Source Heat Pump - Low

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly. The boiler room is kept locked so no members of the public have access.

Hazardous Substances (CoSHH) - Low

All cleaning materials are stored in a locked cupboard, including any substances subject to CoSHH regulations. Normal use of the cleaning materials is solely by Parish Council staff.

Heights - Low

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

Lone Working - Low

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

Manual Handling; - Low

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

Noise pollution - Low

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

Normal Pavilion Activities - Low

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly.

Slipping, Tripping, Falling - Low

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

Changing rooms - Low

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

Playing Field - Low

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules.

The field and surrounding area is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a regular basis by the Warden and/or Assistant Warden and any issues are reported and actioned promptly.

Transport (vehicles) - Medium

The gate between Little Hands car park and the playing fields will be opened when the Pavilion is in use for **emergency access only**. Users wishing to take drive vehicles across the field to the Pavilion must contact the Parish Office for permission and should make arrangements with the person locking/unlocking.

Vandalism - Low

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

Weather extremes – Likely to happen / low risk

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. The Warden or Assistant Warden are responsible for gritting the footpath from the car park to the Pavilion during the winter. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with all normal winter cold spells.

Monitor and re-assess the risks.

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.

Risk assessment approved 2017

APPENDIX M

<u>POLICY AND PROCEDURE:</u>	CHILD AND VULNERABLE ADULT PROTECTION
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PURPOSE: To ensure that everybody involved with MPC has a clear understanding of their responsibilities and has a duty of care to safeguard all young people and vulnerable adults. This means:

- Accepting that the welfare of the child or vulnerable adult is paramount.
- Promoting the protection of children and vulnerable adults from harm.
- Promoting the development of the child or vulnerable adult to their full potential.

The Council aims to:

- Create, where possible, a safe and secure environment for young people and vulnerable adults on projects sponsored by MPC.
- Create, where possible, a safe and secure environment for young people and vulnerable adults when using our facilities.
- Ensure that Trustees, staff and volunteers are aware of their responsibilities to young people and vulnerable adults engaged in their projects or using their facilities.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.
- Maintain an inter-agency approach when dealing with incidents occurring at our facilities or on our projects. We will work in partnership with other agencies, e.g. Cambs County Council, Police, Youth Service and other local community bodies.
- Be aware of confidentiality when dealing with incidents.
- Ensuring parental consent in writing when required to act in loco parentis.

SCOPE: The policy applies to Councillors, Council staff and contractors, and to those who hire Council premises or undertake activities on the Council's behalf.

POLICY: Children and vulnerable adults will be safeguarded through the Council providing a safe and secure environment for our users and that our users are aware of procedures when dealing with any incident.

PROCEDURE:

1. Monitoring of child and vulnerable adult safety by Councillors, staff and volunteers at all times.
2. Reporting of incidents to designated person.
3. Reporting of incidents to professional agencies.
4. Ensure new Councillors, staff and volunteers are familiar with this policy.

5. Ensure that adults hiring MPC facilities to work with the young people and vulnerable adults have appropriate child and vulnerable adult protection procedures in place.
6. Keeping a written record of reported injuries occurring on MPC premises along with details of any treatment given.
7. Being aware and vigilant of any inappropriate filming or photography taking place on MPC premises and reporting to designated person.
8. Ensure that all those involved with MPC are aware of the organisation's Complaints Procedure and Equality Diversity Policy.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 23 October 2017

Review Policy: Every 12 months

IMPLEMENTATION PLAN

NO.	ACTION	BY WHOM?
1	All Councillors need to be aware of their responsibilities and challenge any action or occurrence they feel unhappy with.	All
2	Anything arising from 1 should be reported. Cllrs involved with The Hub and Sports facilities need to report on behalf of those venues.	All
3	If the incident/occurrence is of sufficient concern, it must be passed on.	The Clerk
4	Include in the Induction pack	The Clerk
5	Check policies when agreeing to the hire and make sure the facilities own Terms and Conditions make reference to child and vulnerable adult protection.	Cllrs who are part of the Hub MG and those on the [Sports Facilities MG]
6	Ensure a record kept and reported to the Clerk.	As for 5
7	All Councillors need to be aware of their responsibilities and challenge any action or occurrence they feel unhappy with.	All
8	Include in Induction pack and publish on website	The Clerk

APPENDIX N

AGENDA ITEM PC118/17

FINANCIAL ASPECTS OF MANAGEMENT OF THE PAVILION AND SPORTS GROUNDS: RECOMMENDATIONS TO COUNCIL

A proposal for the future management of the Pavilion and sports grounds will come to the Council on 23 October 2017. However, there are some financial aspects for which it would be helpful to have recommendations from the Finance and Good Governance Committee for the PC to consider. These points have arisen from questions asked over the last couple of months.

1. Fee for business use of the sports fields.

The PC is using the same fee structure as the previous management regime and will review this next year once we have a better idea of the income and costs associated with the Pavilion and sports fields.

However, we have identified a gap in the current fee structure. A business uses the sports fields for a couple of sessions a week of 'Boot Camp'. To date the business has not been charged for this use. Can the F&GGC recommend;

- A) **Whether a charge should be levied.** There is a notional cost to the PC for opening/closing the access gate when the field is in use to allow emergency vehicles access and there is wear and tear to the grass.
- B) **The level of charge.** If the committee recommends a charge should be levied, how much should it be, and per session or per hour? A football match costs £28 for a Melbourn team and £38 for any other team and this includes use of the Pavilion.

2. Negotiation of an annual fee rather than 'pay as you go'.

The current fee structure is based on a charge for individual sessions of use of either the sports grounds and/or the Pavilion. However, Melbourn Dynamos Football Club (MDFC) has proposed an annual fee (Annex). Can the F&GGC recommend:

- A) **Whether an annual fee is a good idea.** The letter from MDFC makes a case based on reduction of the amount of administrative work of invoicing, paying and processing lots of small sums.
- B) **Whether the proposal made by MDFC should be accepted by the PC.**

3. Criteria for free use of the facilities.

Examples of events which have not been charged for are: Melbourn Fete which has free use of the Pavilion and all the sports fields, the Bowls Club which had free use of the Old Recreation Ground for parking, and the East of England Air Ambulance (the New Recreation Ground).

So that the PC is consistent in its decision-making, criteria need to be agreed for dealing with any requests for free use. The suggested criteria are:

- The organisation must be based in the Parish.
- The organisation must not make money from the use.
- It must be a one-off use.

Do Councillors have any other criteria to suggest?

4. **Youth Club (MAYD).**

MAYD uses the Pavilion (and sports grounds sometimes) for 2 sessions on a Tuesday evening during term time. The previous management charged MAYD for the use of the Pavilion.

Can F&GGC recommend to the PC:

A) **Whether to continue to charge MAYD for use of the Pavilion and sports grounds.** The argument for continuing to charge is that the intention continues to be to make the Pavilion/sports grounds into a separate entity from the Parish Council which manages the use and maintenance of the Pavilion and grounds on behalf of the PC. If this is to be financially viable, the entity must receive an income for such a significant use. To date, the rent for the Pavilion has been paid from the community grant made to MAYD and this should continue to be the case if a charge is made.

B) **If MAYD is to be charged,**

- **How much?** Should the charge be calculated on annual basis as suggested under 2 above?



Dr David Atkins
MDFC Secretary
Millside Cottage
31 Station Road
Melbourn
SG8 6DX

Tel 01763 263462

Secretary.MDFC@gmail.com

1st October 2017

Dear Sarah,

**MDFC BOOKINGS OF PARISH COUNCIL PITCHES & PAVILION FOR THE 2017/18 SEASON
PROPOSED SINGLE ANNUAL PAYMENT**

Melbourn Dynamos welcomes the support of The Parish Council that enables us to be based in the village where we play all of our home matches. This season we have 16 teams registered to play league football. Most of these teams will play their matches on MVC's sports land. We also welcome the opportunity to use 2 of the Parish's pitches:

- the **Adult pitch** nearest to the Pavilion and river; and
- The **Junior pitch** on the old recreation ground.

In addition, MDFC would like to make occasional bookings of the pavilion. We have already used the Pavilion for a pre-season tournament on 9th September and are also likely to book it for a late season tournament in May and possibly for one or two evening committee meetings .

We would like to propose a single annual fee to be negotiated at the start of each season based on anticipated use. We believe that this would benefit both parties and would be preferable to the administrative work of invoicing, paying and processing lots of small sums. Our proposed payment of £1,600 is based on the attached predicted uses at Annex 1. Please note that in considering this proposal, MDFC will continue to contribute to the maintenance and development of these pitches by paying for:

- the blue internal pitch markings for the pitches;
- some extra cuts, rolling and treatment to improve the surfaces;
- some weed clearance of the perimeter of the old recreation ground; and
- ensure that matches are cancelled when conditions could damage the pitches

Please let me know if you need further information. We would be pleased to attend any Parish Council meetings if this is required.

Yours Sincerely

David

Dr David Atkins
MDFC Secretary

Analysis of the Proposed Single Payment of £1,600 by MDFC

The Junior pitch on the old recreation ground:

- our U17 Girls on Saturdays play on it once every 2 weeks;
- our U13s on Sundays play on it once every 2 weeks
- our U14s on Sundays play on it once every 2 weeks

The Adult pitch on the new recreation ground nearest to the Pavilion and river:

- our U13 Girls on Saturdays play on it once every 2 weeks;
- our U15s on Sundays play on it once every 2 weeks

Over the course of this season we expect these teams to play a total of 66 home matches. At £20 per match, this translates to a total **£1,320** for pitch hire. In a season with poor weather where matches have to be cancelled to, protect players and pitches, we accept that this may be an overestimate.

The proposed single payment of £1,600 is also to include:

- the tournament of 9th September for which we hired the pavilion, both Adult pitches and the old recreation ground for car parking from 07.00h – 13.30h;
- a similar tournament in anticipated in May 2018;
- use of the Parish's net storage facilities in the Little Hands building to store 2 x 9v9 goals (in bags) for use by the U13 Girls for their home matches; and
- use of the pavilion for a Committee meeting on 25th September 20.00h-21.30h

**MELBOURN PARISH COUNCIL
DRAFT MINUTES**

Minutes of the Finance and Good Governance Committee Meeting held on Monday 9th October 2017 in the upstairs meeting room of Melbourn Community Hub at 7.30pm.

F&GG Committee - Cllrs Clark, Gatward, Hales, Kilmurray, Madiyko, Norman, Regan, Sherwen, Travis,

Present: Cllr Travis, Chair, Norman and Sherwen.

In attendance: The Clerk and two members of the public

FG20/17 To receive any apologies for absence

Cllr Clark, Gatward, Hales, Kilmurray, Madiyko, Regan

FG21/17 To receive any Declarations of Interest and Dispensations:

- a) To receive declarations of interest from councillors on items on the agenda
Cllr Norman stated her husband is Dr Atkins for FG26/17 2) on the agenda this evening she also stated she is a member of the MAYD Committee. FG26/17 4)
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
- The Clerk confirmed a dispensation request had been granted for FG26/17 4) from Cllr Norman.

FG22/17 To approve the minutes of the Finance and Good Governance Meeting 10th July 2017

There were two amendments:

FG17/17 – It was Cllr Norman that pointed out about the long term agreement for the insurance rather than the Chair.

FG18/17 – The action was for unplanned expenditure policy to go to the next Parish Council Meeting

THERE WERE TWO AMENDMENTS TO THE MINUTES, IT WAS THEN PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR.

FG23/17 To report back on the minutes of the Finance and Good Governance Meeting 10th July

FG14/17 – The Clerk explained that the insurance company had confirmed the standard of cover for Employee Liability and Public and Products Liability were suitable for a Parish Council this size.

FG16/17 – The Clerk explained she had completed her suggested amendments to the budget headings within Edge and that Chris Edge from EDGE IT is currently reviewing the document. Once feedback has been given The Clerk will arrange a meeting with F&GG Committee to go through the headings. The Chair thanked The Clerk for completing this difficult task. **ACTION: THE CLERK TO CHASE EDGE IT AND ARRANGE A MEETING WITH F&GG.**

FG19/17 – The Clerk explained in relation to S106 monies she is waiting for more information from the S106 Officer at SCDC and this is work in progress.

FG24/17 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).

The Chair suspended Standing Orders at 7.37pm

Dr Atkins, Melbourn Dynamos explained he was there to answer any questions in relation to his proposal

The Chair reinstated Standing Orders at 7.38pm

FG25/17 To discuss and review unplanned spend categories recommended from Maintenance Working Party

The Chair explained there is no paperwork to go with this agenda item this evening as the Maintenance Working Party are meeting to discuss this in more detail and then this will be brought to the next F&GG Meeting

ACTION: THE CLERK TO BRING THIS AGENDA ITEM TO THE NEXT F&GG MEETING

FG26/17 To discuss financial aspects of management of the pavilion and sports ground and recommend the outcome of these discussions to the Parish Council – APPENDIX A

1. Fee for business use of the sports field

Cllr Norman explained the three year Service Level Agreement came to an end on 31st July 2017 and the Parish Council went out to tender for a company to run the pavilion and the reason there was no interest was because there was lack of incoming and outgoing financial information from BeActive. The Parish Council has been running the pavilion since the beginning of August and now has a feel for this and the questions being asked tonight do not have any history.

a) Whether a charge should be levied

Members felt even though businesses are only using the pitches the emergency vehicle gate would still need to be opened, litter would still need to be cleared and there would still be wear and tear to the pitches.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY NORMAN TO CHARGE FOR BUSINESS USE ON THE SPORTS FIELD. ALL WERE IN FAVOUR THIS WAS CARRIED.

b) The level of charge

Members felt the fee should be per session and not per hour.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR TRAVIS TO CHARGE £10.00 PER SESSION FOR BUSINESS USE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

2. Negotiation of an annual fee is a good idea

a) Whether an annual fee is a good idea

The Clerk explained by Dynamos paying a 'one off' fee this would be a very positive move for the Council as it would reduce administration time in the Office. The risk to the Parish Council is that by agreeing a set fee the actual revenue could be slightly less and the risk for Dynamos is that matches may get cancelled for which they would have already paid, but it would make Dynamos' budgeting much easier.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN THAT AN ANNUAL FEE PAYABLE BY MELBOURN DYNAMOS IS A GOOD IDEA. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Whether the proposal made by MDFC should be accepted by the Parish Council

Standing Orders were suspended at 7.53pm so that Dr David Atkins from Melbourn Dynamos could answer questions.

The Chair explained as BeActive ran the pavilion last year the Parish Council does not have the necessary information relating to the accounts.

Dr Atkins explained all information has been carefully laid out in the proposal and by paying a one off fee to the Parish Council at the beginning of each season it gives Dynamos the flexibility and would certainly be less time-consuming for the Parish Council. Dr Atkins stated the annual fee does not save Dynamos money, but mirrors what they were paying to BeActive. Dr Atkins stated last year they paid BeActive £8400 and this year Dynamos are paying Melbourn Village College for the use of their Sports Centre and fields. Dr Atkins also explained Dynamos pay additional costs for extra grass cutting and the marking of pitches.

The Chair commented that the Parish Council are very happy to partner Dynamos, so they play their matches in Melbourn.

Members stated that as there has been no financial history from BeActive this proposal is on trust, however by the end of the season the Parish Council can check the amount of games that will have been played as the office will have an accurate fixture list.

Dr Atkins explained that set out in Annex 1 shows the proposed number of matches which Dynamos anticipate to use and the cost will be less than the actual figure being proposed.

Within the proposal Dr Atkins asked the Parish Council if they would consider storing the girls under 13 'put up goals' with the men's goals that are currently held in the storeroom at Littlehands. The girls at the moment have to retrieve their goals from the Melbourn Village College Site and these are very heavy

The Chair reinstated Standing Orders at 8.10pm

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN TO ACCEPT THE SINGLE PAYMENT PROPOSAL FROM MELBOURN DYNAMOS AND RECOMMEND TO FULL COUNCIL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

3. Criteria for free use of the facilities

Members agreed the criteria for free use of the facilities was:

- The organisation must be based in the Parish
- The organisation must not make money from the use
- It must be occasional use

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR NORMAN TO ACCEPT THE CRITERIA AS WRITTEN AS ABOVE. IF OTHER CRITERIA NEEDS TO BE ADDED THIS CAN BE DISCUSSED AT A FUTURE MEETING. ALL WERE IN FAVOUR. THIS WAS CARRIED.

4. Youth Club (MAYD)

a) Whether to continue to charge MAYD for use of the Pavllion and sports grounds

The Chair read out comments from Cllr Hales, Chair of MAYD, asking if the Parish Council would consider some leeway to help MAYD finances. His recommendation was the Parish

Council should not charge MAYD for using the pavilion one night per week, however if a second night is used the Parish Council could charge MAYD 50% of the booking fees.

Members felt the Parish Council still need to be transparent about the incoming and outgoings of the Parish Council accounts and the Parish Council need to know how much each year it is paying for MAYD as the money will come from the Parish Council anyway.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR TRAVIS TO RECOMMEND TO THE PARISH COUNCIL TO CONTINUE TO CHARGE MAYD FOR THE USE OF THE PAVILION SO THE PARISH COUNCIL HAS A CLEAR UNDERSTANDING OF THE ACCOUNTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) If MAYD is to be charged how much?

The Clerk presented a list of all pavilion bookings/room hire from 1 April 2016 to 31st March 2017. The cost of this came to £2310.00.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN TO RECOMMEND TO FULL COUNCIL THAT TO CHARGE AN ANNUAL FEE OF £2300.00 TO MAYD FOR THE USE OF THE PAVILION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 8.20pm