

**MELBOURN PARISH COUNCIL
DRAFT MINUTES**

Minutes of the Parish Council Meeting held on Monday 27th November 2017 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Present: Cllrs Norman (Chair), Clark, Cowley, Cross, Hales, Kilmurray, Madiyiko, Porter, Regan, Siva, Travis

In attendance: The Clerk, District Cllr Barrett and County Cllr van de Ven and approximately 12 members of the public.

PC121/17 To receive any apologies for absence

Cllr Buxton, Gatward, Hart and Sherwen for personal reasons.

PC122/17 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 non pecuniary interest relation to PC134/17, PC135/17 and PC138/17 f) of members from the Hub Management Group

Cllrs Hales, Norman and Cross non pecuniary interest in relation to PC129/17 i) as members from MAYD committee

Cllr Norman for non-pecuniary interest as Governor at Melbourn Primary School until 15 December 2017, PC141/17

Cllr Norman, Hales and Kilmurray for non-pecuniary interest as Member of MADs Committee.

Cllrs Kilmurray non pecuniary interest in relation to PC138/17 j), The Melbourn District Library.

To receive written requests for dispensations for disclosable pecuniary interests (if any).

Cllr Travis/Hales/Cross/Porter/Kilmurray in relation to PC134/17 as members from the Hub Management Group

Cllrs Norman, in relation to PC129/17 as members from MAYD committee and PC141/17 for Governor at Melbourn Primary School until 15 December 2017

- **To grant any requests for dispensation as appropriate**

Dispensations were granted for Travis/Hales/Cross/Porter/Kilmurray and Norman to remain as Chair for the meeting.

PC123/17 To approve the minutes of the Parish Council Meeting 23rd October 2017

There was a typo on page 2 – PC 100/17 it should read anti-social behaviour rather than anti sociable behaviour.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THE MINUTES WITH THE ONE AMENDMENT NOTED ABOVE. ALL WERE IN FAVOUR. THIS WAS CARRIED APART FROM CLLR SIVA WHO ABSTAINED AS SHE WAS NOT AT THE MEETING ON 25TH SEPTEMBER 2017

PC124/17 To report back on the minutes of the Parish Council Meeting 23rd October 2017

PC104/17 The Clerk noted the Grievance report with relevant redactions had been published on Melbourn Parish Council's website.

PC111/17 The Clerk noted the Strategic Plan for 2018/2019 was on the agenda for this evening.

PC114/17 The Clerk noted that Cllr Regan will be speaking on behalf of Melbourn Parish Council's Planning Meeting held on 10th January 2018 as the meeting was postponed from 1 November 2017.

**PC125/17 To approve the minutes of the Extraordinary Parish Council Meeting on 23rd October 2017
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR PORTER TO ACCEPT THE MINUTES AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR SIVA AND CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.**

PC126/17 To discuss and agree whether to release the 'In Camera' Extraordinary Parish Council Meeting minutes from 23rd October 2017

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CROSS TO RELEASE THE IN CAMERA MINUTES FROM 23RD OCTOBER 2017. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.

PC127/17 To approve the minutes of the Extraordinary Meeting from 13th November 2017

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

PC128/17 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 7.39PM

Members of the public made the following comments:

- Reported that the access sign on Dolphin Lane has been bent over and the bank on the junction of Rose Lane/Dolphin Lane has been badly damaged by a HGV. Can they both be addressed? **ACTION: THE CLERK**
- Has any provision been put in place to improve the access to Meldreth Railway Station along the 'Meads'. A District Cllr stated under the 199 Houses approved planning application £80,000 has been agreed to widen the footpath and improve the steps leading to the station.
- Did the Car Park Working Party have access to the information in the Parish Office and was all the information provided to the Working Party and if the public wrote in and offered information was that passed onto the Working Party?
A member of the public who was also a member of the Working Party explained it was a huge task and assured all present at the meeting no information was hidden from them. Any person that had offered information to the Working Party was passed on and discussions were had.
- A member of the public felt 'In Camera' meetings should be recorded and redacted accordingly, then in the future once the Council had agreed the original redacted minutes, the original version of the recording should also be placed in the public domain.
- Why is the Parish Council still paying for meeting rooms in The Hub? The Clerk explained there were other meeting rooms booked this month due to the large upstairs room not being available. These were for a MAYD, Maintenance and a Planning Meeting which was held in the Atrium.
- In relation to the 199 homes, why is the archaeological dig that started in August 2017 still ongoing as it was originally only meant to take 12 weeks? A District Cllr commented it was because they would have found more than they originally thought they would.

Standing Orders were reinstated at 7.49pm

PC129/17 Recommendation from the Maintenance Working Party to approve the following items for safety and other reasons: APPENDIX A

The Chair explained all of the proposals (except 1) have been through a prioritisation process and were discussed at the recent F&GGC meeting on 9th October 2017. These pieces of work are those which the Maintenance Working Party agreed should not be left until the next financial year either due to H&S reasons or because the work needs to be done over the winter.

- a) Accept Quotation of £615 inclusive of VAT from Cambridge Fencing to replace Oil Tank Fencing at Little Hands Nursery
IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- b) Accept Quotation for £295 inclusive of VAT from MD Landscapes to reinstate pavilion chess table and chairs.
IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- c) Accept Quotation for £400 + VAT from MD Carter to repair boardwalk railings at Stockbridge Meadows.
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR COWLEY TO ACCEPT THIS QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.
- d) Accept best quote for removal of dead branches from ash trees at corner of The Moor recreation ground. A member raised their concern that before agreeing to this item had the Parish Office received the relevant public liability insurance and training certification document from both Shires and Top Tree Fellas. Members expressed the view that the Council should extend the range of contractors it uses for tree work. **IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR CLARK TO ACCEPT TOP TREE FELLAS QUOTE SUBJECT TO RECEIVING THE NECESSARY PAPERWORK. CLLRS TRAVIS/CLARK/NORMAN/COWLEY/KILMURRAY/MADIYIKO/REGAN WERE IN FAVOUR AND CLLRS SIVA/HALES/PORTER AND CROSS WERE AGAINST. THE MOTION WAS CARRIED.**
- e) Accept to replace 2x picnic benches at Stockbridge Meadows. They cost £1598 each + vat + delivery, Installation is an additional £80.00 plus VAT per bench.

This was a decision taken by the Maintenance Working Party that the picnic benches should be of the same design of those installed at the New Recreation Ground. The Working Party has in general been looking at how to reduce damage caused by vandalism and these have stood the test of time so far. The Chair explained the total cost is £1818 plus VAT and not £1598 as stated on the agenda as it is for 2 benches and not each. The Chair explained there is an extra option with metal welded ends to reduce vandalism that cost another £120 per picnic table and suggested this to be a good investment, which brings the total cost to **£2058**.

IT WAS PROPOSED BY CLLR COWLEY AND SECONDED BY CLLR KILMURRAY TO ACCEPT THIS QUOTE. CLLR COWLEY/KILMURRAY/TRAVIS MADIYIKO/HALES/NORMAN/CLARK WERE IN FAVOUR. CLLRS REGAN/SIVA/PORTER AND CROSS WERE AGAINST. THIS WAS CARRIED.

- f) **To accept to repair leak at allotment. £545 +VAT**

A member explained

The Chair explained there is a water leak at the allotments and since the water is metered, it needs to be fixed. This is a single tender because the Working Party took the view that it was better to ask the company that is the main contractor for Cambridge Water and who originally installed the tap to come back and fix it.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR COWLEY TO ACCEPT THE QUOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

- g) **To accept to carry out the repairs to the play park equipment.**

As there were no quote presented this item was deferred until January 2017. **ACTION: THE**

CLERK

- h) **To accept the quote to plant better quality trees at New Road Cemetery.**
As Cllr Sherwen was not present at the meeting to confirm the trees are the responsibility of the Council rather than the developer, this item was deferred until January 2017. **ACTION: THE CLERK TO ADD TO JANUARY MEETING AGENDA**
- i) To accept the quote to provide more powerful floodlights at the Pavilion to improve the safety of youth club.

Cllrs Cross and Hales left the room

The Chair explained this request came from Groundworks who run the Youth Club on behalf of the Parish Council and it was considered a priority at the most recent meeting of the MAYD Committee. The Chair went onto comment that the number of young people attending the first session of Youth Club has increased considerably and that they are free to be outside the Pavilion if they wish and if the work is not agreed at this meeting it would run the risk of the evenings becoming lighter again. The existing floodlights are only installed at the front of the pavilion (no coverage at the sides or rear) and these do not project light far enough out onto the field. The Youth Leader had drawn up a plan of how far he thought the light needed to penetrate. **IT WAS PROPOSED BY CLLR COWLEY AND SECONDED BY CLLR SIVA TO ACCEPT THE PROPOSAL BUT TO SEEK ONE MORE QUOTE AND THIS DECISION CAN BE AGREED BY EMAIL BY THE PARISH COUNCIL. ALL WERE IN FAVOUR APART FROM CLLR NORMAN WHO ABSTAINED. THIS WAS CARRIED.**

Cllr Cross and Hales returned to the room

PC130/17 To receive a report from County Cllr van de Ven – APPENDIX B

County Cllr van de Ven report was taken as read.

The Chair explained the issue of Beechwood Avenue being used as a 'rat run' is something that is going to need to be considered in the light of the impact of the 199 homes and Care Home off of New Road. **ACTION: MELBOURN FUTURES WORKING PARTY TO ADDRESS THIS ISSUE**

PC131/17 To receive a report from District Cllrs Barrett and Hales

There was nothing to report.

PC132/17 The Clerks Report – APPENDIX C

The Chair noted there was one point she would like to comment on in the Clerk's report. It relates to an Amendment to the Final Car Park Report Appendix 7

Melbourn Parish Council apologises unreservedly to Mr Alan Brett, Mr Donald Mowett, Mr John Poley and Mr Richard Wakerley for omitting their resignation dates from the original list. The Council would like to make it clear that these people were not Councillors at the time the Car Park Project began.

PC133/17 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 November 2017 APPENDIX D

The Chair brought to the attention of members TN/2053, a Cheque for £420.00 to Mr M Keith - *Repainting Village sign 39 hours and materials*. The Chair explained that the work has already been carried out and that it did not go through the correct prior approval process as the Parish Maintenance Working Party were originally informed that only materials would be charged for and not any labour so they did not ask for a quote. The Chair noted this would not happen again and the Working Party has

learned from this.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR PORTER TO ACCEPT THE NOVEMBER LIST 2017. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC134/17 To receive the quarterly financial report from Melbourn Community Hub Management Group – APPENDIX E

The Finance Director from Melbourn Community Hub presented their report.

Members thanked the Hub Management Group for all their hard work and dedication.

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR CLARK TO ACCEPT THE REPORT. ALL WERE IN FAVOUR APART FROM CLLRS TRAVIS/CROSS/PORTER/KILMURRAY AND HALES ABSTAINED.

PC135/17 To approve spend on the urgent replacement of non-functioning Community Hub washroom taps. – APPENDIX F

The Chair explained this was agreed by e-mail at the end of last week as The Clerk was advised that both men's and women's toilets were out of order, leaving only the disabled toilet with functioning taps.

This was judged to be a Health and Safety issue that had to be addressed so the Hub could remain open. The cost was £650.

PC136/17 To amend and agree the wording in Standard Orders to reflect not recording 'In Camera' Meetings – APPENDIX G

The Chair explained that the Standing Orders were agreed before the Council had needed to have an 'in camera' meeting and guidelines on whether to record them or not had not been included. The advice from CAPALC was that 'in camera' meetings should not be recorded.

The proposal is to add the following wording to Section 11:

d) Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised.

IT WAS PROPOSED BY CLLR COWLEY AND CLLR CROSS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC137/17 To agree to change the date of the December 2017 and January 2018 Finance & Good Governance Committee Meetings from Monday 11th December to Thursday 14th December 2017 and from Monday 8th January to Tuesday 9th January 2018.

The Clerk explained these changes were necessary as the newly recruited Responsible Financial Officer is also Clerk at Whaddon Parish Council and the agreed dates clashed with Whaddon Parish Council meetings

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE AMENDED F&GGC DATES. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC138/17 To discuss and agree the amount for Community Grant Applications: APPENDIX H

The Chair explained that the Council held a separate meeting to assess the grant applications as to whether they meet the criteria set out in the Parish Council Grant Policy and to agree whether the Council has the necessary authority to make the grant.

a) CamSAR

The conclusion is that this application falls outside the grant policy and this was also refused last year.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR KILMURRAY TO REFUSE THIS GRANT APPLICATION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) 1st Orwell Scout Group

The conclusion is that this application is in line with the grant policy.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO ALLOCATE £1000 TO 1ST ORWELL SCOUTS. ALL WERE IN FAVOUR AND THIS WAS CARRIED.

MEMBERS RAISED THEIR CONCERN THAT AS PART OF THE GRANT PROCESS APPLICANTS ARE REQUIRED TO USE AND SHOW HOW THE MONEY HAS BEEN SPENT. IF THE COUNCIL GIVE THEM MORE MONEY THAN THE ORIGINAL AMOUNT APPLIED FOR THERE IS THE POSSIBILITY THE MONEY WILL NOT BE USED FOR THE ORIGINAL PURPOSE OF THE GRANT.

IT WAS DECIDED TO REVERSE THE DECISION OF 1ST ORWELL SCOUTS. 8 MEMBERS AROUND THE TABLE AGREED TO REVISIT THE AGENDA ITEM.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR PORTER TO ACCEPT THE GRANT APPLICATION FOR £888.96. ALL WERE IN FAVOUR. THIS WAS CARRIED.

c) A Chain of Wild Flowers

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

d) Gallery Writers (Meldreth/Melbourn)

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SILVA TO ACCEPT THE GRANT APPLICATION FOR £600.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

e) Melbourn Amateur Dramatics Society

Cllrs Hales/Kilmurray left the room

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR COWLEY TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR, APART FROM CLLR NORMAN WHO ABSTAINED. THIS WAS CARRIED

Cllrs Hales/Kilmurray returned to the room

f) Melbourn Community Hub Management Group

Cllrs Cross/Travis/Hales/Porter and Kilmurray left the room

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR SIVA TO ACCEPT THE GRANT APPLICATION FOR £1000.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

Cllrs Cross/Travis/Hales/Porter and Kilmurray returned to the room.

g) Melbourn Short Story Reading Group

The conclusion is that this application is in line with the grant policy

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE GRANT APPLICATION FOR £30.00. ALL WERE IN FAVOUR. THIS WAS

CARRIED

- h) River Mel Restoration Group
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR CLARK TO ACCEPT THE GRANT APPLICATION FOR £200.00. ALL WERE IN FAVOUR. THIS WAS CARRIED
- i) RSPB Fowlmere Nature Reserve
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR SIVA AND SECONDED BY CLLR PORTER TO ACCEPT THE GRANT APPLICATION FOR £750.00. ALL WERE IN FAVOUR APART FROM CLLR HALES WHO WAS AGAINST. THIS WAS CARRIED
- j) The Melbourn District Library
Cllr Kilmurray left the room
The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR CROSS TO ACCEPT THE GRANT APPLICATION FOR £500.00. ALL WERE IN FAVOUR. THIS WAS CARRIED
Cllr Kilmurray returned to the room
- k) Home Start Royston and South Cambridgeshire
The Chair explained a discussion was had about whether the Council can make awards to individuals and whether an individual family is the same as an 'individual'. The Chair went onto say that the Parish Council meeting which was held on 13 November 2017 debated this and concluded that the application from Home Start does meet the eligibility criteria.

The conclusion is that this application is in line with the grant policy
IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HALES TO ACCEPT THE GRANT APPLICATION FOR £1545.00. ALL WERE IN FAVOUR. THIS WAS CARRIED

The Chair explained that not all of the grant money has been allocated at this stage and that remaining funds could pay for some of the work identified by the PMWP.

THE CHAIR SUGGESTED THAT THE REMAINING AMOUNT OF APPROXIMATELY £7000 SHOULD BE DISCUSSED AT THE NEXT F&GGC MEETING WHEN DRAFTING ITS BUDGET FOR 2018/2019. ACTION THE CLERK

PC139/17 To discuss and agree the action plan to address the findings of the Car Park Working Party – APPENDIX I

The Chair explained the questions/comments from Cllrs Hales, Cllr Regan and Mr Simmonett presented problems. Some of Mr Simmonett's questions related to part 1 of the Working Party's work and other questions related to points that the Working Party members advise they did not consider.

The Chair explained that The Clerk asked CAPALC for advice on how to address these issues and was told that the Parish Council is not required to create information to answer questions and that the questions relate to the report as received.

The Chair apologised that the procedure was not clear when the Council asked people to submit questions and stated that a lesson had been learned from this.

The Chair noted there are two of Mr Simmonett's points which can be answered through the Parish Council and Planning Committee minutes:

- Increase of cost of car park project
- The coop proposal put forward.

The final question is answered in the Car Park Report Section 3, Bullet 2 in the methodology.

The Clerk will publish the answers to Mr Simmonett's questions with the minutes of this meeting.

ACTION THE CLERK

The Chair reminded members of the CPWP's Terms of Reference for Phases 1 and 2.

- Phase 1 was an urgent review of the contractor's final estimated cost and to make recommendations to the PC as to the way forward.
- Phase 2 was a full post project review to learn lessons for future projects authorised by the PC.

The Chair noted that the agenda item this evening was to discuss and agree the Action Plan and to address the findings of the CPWP. There were no comments from members.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR NORMAN to ACCEPT THE ACTION PLAN AS DRAFTED. ALL WERE IN FAVOUR APART FROM CLLR COWLEY WHO ABSTAINED. THIS WAS CARRIED.

The Chair explained that when the Parish Council reviews its Standing Orders and Financial Regulations it will need to ensure that they fully reflect the Action Plan the Council has signed up to.

The Chair explained *that the Phase 1 report was published as an appendix to the Phase 2 report.*

At the end of 2016 (PC231/16) the Council made the decision to accept Recommendations 3.1 and 3.2 and the outstanding invoice was settled.

The Phase 1 CPWP said that the Parish Council should consider whether to take action against the unsatisfactory performance of the consultant responsible for many of the changes and increase in cost. No vote was taken at that point pending anything which might come out of Phase 2.

The Council has not had any further information on this to help us make a decision. The situation remains that the Council would need to take legal advice on whether to pursue a potential claim against one of the design consultants. Given that the Council is not in possession of a dossier to support such a claim, there would be substantial costs associated with preparing and submitting a case and its chance of success is unknown. **ACTION: THE CLERK TO PLACE THIS ITEM ON JANUARY'S AGENDA FOR FURTHER DISCUSSION.**

PC140/17 HR Panel Update

- An RFO has now been appointed - initially to work 1 day per week. This was noted.
- Appraisals for both Clerk & Assistant Clerk have been completed - recommendations to be discussed at January Parish Council meeting following consultation with CAPALC This was noted.
- A new Village Warden commenced employment on 13th November 2017 and is required to work alongside the experienced Warden at times to complete induction/training. The HR panel would therefore like to propose the experienced Village Warden works an extra day per week to support induction/training as necessary to be agreed by The Clerk up to 31st December

2017.

IT WAS PROPOSED BY CLLR CLARK AND SECONDED BY CLLR TRAVIS TO ACCEPT THE PROPOSAL RECOMMENDED BY THE HR PANEL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC141/17 Outline Planning permission for the erection of up to 160 residential dwellings, including affordable housing provision, public open space and associated access, infrastructure and landscaping. All matters reserved except for access. S/2141/17/OL at Land to the west of Cambridge Road, Melbourn, Cambs. C/O Agent, Countryside Properties Plc, Mr Michael. – APPENDIX J

The Chair explained there had been an Extraordinary Planning Committee meeting on 15th November 2017 and a recommendation was put to the Parish Council.

The Chair of Melbourn Futures Working Party stated that the Council must be prepared for SCDC to grant planning permission for this development so the Council should put forward its ideas for S106 agreements. It was noted that the Parish Clerk was sent a response from Peter Williams, Director (Land) from Countryside Properties (UK) Ltd late afternoon on Monday 27th November 2017 which points out Countryside's commitment.

The Chair of Melbourn Futures Working Party considered that the letter forms a qualified acceptance of the s106 proposals discussed with Countryside.

The Chair read out comments from Melbourn and Meldreth Primary School

The Board of Governors at Melbourn Primary School would like to provide the following statements to the Parish Council when they consider the above development.

Information

As a Community School we would like to see all primary-aged children who live in Melbourn attend the village primary school. The Board would like to see any additional site, in Melbourn, developed for primary-provision be part of a dual-site of Federated school.

160 homes at Cambridge Road.

The Council will be aware that County Council contractors have started the redevelopment of the school site and we enter the Main Works phase of this project today (27th Nov). At the Board meeting held on the 22nd Nov, the Board agreed to raise the Pupil Admission Number (PAN) to 60.

This increase is to take into account both:

A) school interest; and

B) the documented expected increase in primary-aged children from existing developments, specifically S/2048/14 and S/2791/14.

County has already advised that the Melbourn school site is unsuitable to be developed further following our planned completion date of August 2018.

We understand that documents supporting the development indicate that it would be necessary to provide a school transport service from Melbourn to Meldreth Primary School.

We have received the following statement from the Chair of Governors and Headteacher at Meldreth

School. (They are aware of our representation of their views to the Parish Council).

'Meldreth Primary School already has more student than their PAN allows. Planned building works to our school, beginning February 2018 to be completed October 2018, will allow the PAN to increase to 30. Current infill, school interest and planned housing within the village of Meldreth will more than fill these additional spaces'

The Board has significant concerns about the provision of primary-aged schooling in Melbourn. In 2015, the school published its Vision; a vision that was child-centred and one that makes learning irresistible. We see it incumbent on us to provide community-based schooling for all our children. Our vision identifies a 'Melbourn-mindset' as a keystone and seeks to (and succeeds in) providing a strong sense of village community cohesion.

Operationally, having some village children, potentially siblings, attending different schools has the very real potential to break community cohesion and create associated negative impact.

County Cllr Van de Ven stated the Primary Schools have raised a very interesting point about community confusion. In terms of the commitment to provide transport it is very complicated and a very serious issue and there is still a huge amount of work to be investigated. County Cllr van de Ven felt the transport issues are very expensive and this will not have been costed out properly and suggested this would need to be discussed further.

District Cllr Hales noted that if the planning permission was granted on Appeal, the s106 decision would stand.

There were discussions about how it would be decided which children would go to school in the village and which children would be transported to a different school considering the current number of new dwellings could reach 500. It was also noted that Melbourn Primary school has been told that it is not suitable for further development and the preschool is completely full too. A member also stated that the proposed 150 dwellings at Eternit have now gone to appeal.

The Chair stated it was the recommendation from the Extraordinary Planning Committee Meeting held on 15th November 2017 to approve the Planning Application subject only to the Local Planning authority confirming that the infrastructure items that have been identified by the Parish Council, to make the development acceptable in planning terms (as set out in the list below), are securable by way of either planning condition or planning obligation under section 106 of the Town and Country Planning Act 1990:

- Contribution towards community vehicle and 10 years running costs
- Expansion of the Community Hub
- Provision of pull off for HGV delivery lorries at Coop, High Street
- Library Access Point
- Traffic Improvements
- Skateboard park
- Any on site public open spaces to be transferred into community ownership upon completion.

The Chair of Melbourn Futures Working Party explained that without doubt this requires more work, but both the Planning Committee and Melbourn Futures Working Party have already spent a substantial amount of time investigating this and unfortunately ran out of time.

IT WAS RECOMMENDED TO APPROVE THE PLANNING APPLICATION SUBJECT TO THE

S106 REQUIREMENTS IN THE ATTACHED LETTER FROM COUNTRYSIDE, BUT WITH THE PROVISO THAT THE WORDING WITHIN SECTION 7 IS AMENDED TO INCLUDE FEE PAYING PASSENGERS FOR COMMERCIAL USE AND NOT JUST AIMED AT SCHOOL CHILDREN AND A NEW TRANSPORT SCHEME.

The Chair explained that in the response to SCDC The Clerk should also include:

- Melbourn and Meldreth Primary School response
- Melbourn Parish Council's letter to Peter Williams (Director) Land Countryside and their response.

ACTION: CLLR REGAN AND CLLR HALES TO DRAFT RESPONSE TO MR WILLIAMS – COUNTRYSIDE TO ASK FOR AMENDED WORDING IN SECTION 7.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES TO APPROVE THE ABOVE PLANNING APPLICATION. THERE WAS NOBODY IN FAVOUR. THE VOTE FELL.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR MADIYIKO TO REFUSE THE PLANNING APPLICATION.

CLLRS PORTER/MADIYIKO/COWLEY/CLARK/KILMURRAY WERE IN FAVOUR. NO CLLRS WERE AGAINST REFUSAL AND CLLR CROSS/TRAVIS/HALES AND REGAN ABSTAINED. THIS WAS CARRIED.

The Chair explained The Chair of Planning Committee will now attend SCDC to give the Parish Council's reasons for saying no. The Chair stated the reason for refusal is because of the infrastructure problems left over from 199 Homes that have not been dealt with.

THE CLERK TO SEND IN REFUSAL TO SCDC AND THE APPLICATION SHOULD BE DISCUSSED AT THE SCDC PLANNING COMMITTEE.

PC142/17 Planning Application – Reserved Matters Conditions 1) Details of appearance, and landscaping, layout and scale following outline permission S/2791/14/OL for a care home of up to 75 beds, new vehicular and pedestrian access. At Land East of New Road, New Road, Melbourn. APPENDIX K

The Planning Committee gave their recommendation of refusal to the Parish Council as per the document received from Melbourn Futures Working Party.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR KILMURRAY TO REJECT THE APPLICATION ON THE GROUNDS OF LOCATION, LAYOUT, SCALE AND APPEARANCE NOTING THAT THERE REMAIN OUTSTANDING SURVEYS THAT ARE YET TO BE COMPLETED FOR COMMENT. GROUNDS FOR REFUSAL ARE FORMED AS PART OF THE DOCUMENT RECEIVED FROM MELBOURN FUTURES WORKING PARTY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC143/17 To receive the mid-year internal Auditor Report – APPENDIX L

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE INTERNAL AUDITOR REPORT AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC144/17 To review the Strategic Plan – APPENDIX M

a) Review Strategic Plan December 2017 to May 2018

The Chair explained the changes are (a) to use Twitter as agreed at the last meeting (b) to include completing the staff appraisals as suggested by Cllr Travis at the last meeting; and (c) finalise the Asset register and agree and implement a records management policy as required by the Internal Auditor

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE STRATEGIC PLAN DECEMBER 2017 TO MAY 2018. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) DRAFT Strategic Plan November 2017 to October 2018

THIS ITEM WAS DEFERRED UNTIL JANUARY 2017 – ACTION THE CLERK

The Chair closed the meeting at 10.06pm

APPENDIX A

Tree work

Stump grinding

Hedge cutting

SHIRE TREES LIMITED



1 Worcester Way, Melbourn, Royston, Herts, SG8 6NH
01763 220880 - 07976 260444 – shiretreesltd@gmail.com

Quotation.

28/09/2017

Melbourn Parish Council, The Moor

Description of works:

No.	Tree	Specification	Cost	
	Ash	Cluster of Ash trees located in the corner by walkway to Meldreth. Remove dead wood and any crossing/broken branches from trees. Clear all tree arisings from site leaving the area clean and tidy condition.		
			Standard rate	£395
			VAT @20%	£79
			Total cost	£474

I hope this meets with your approval and look forward to hearing from you.

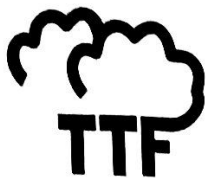
Kind regards,

James Cantle

Fully insured

registered NPTC

24/7 Call out.



Top Tree Fellas

89 Cambridge Rd, Wimpole, Royston, Cambs, SG8 5QB

Tel: 01223 207601 Mob: 07719306404

Email: billy@toptreefellas.co.uk

Web: www.toptreefellas.co.uk

TREE SURGERY, HEDGE & GRASS CUTTING

INVOICE/ESTIMATE

Customer Name: Melbourn Parish Council

Address: Melbourn Rec

c/o Mrs Claire Littlewood

Invoice No: _____

Date: 19/10/2017

DESCRIPTION OF WORK CARRIED OUT

Tree Surgery.

£

p

*Dead Wooding of Ash Tree
on rec. Tree Climbed branches
cut by free fall cutting.*

*Branches Once on ground to
be tidely Stacked in near
by undergrowth to provide
habbitat for wild life*

*Many Thanks
Billy.*

Terms of payment 7 days
Please accompany your payment with the invoice
number as reference

TOTAL

250

00.

Top Tree Fellas trading as G & R maintenance Ltd

Cheques payable to **W.Crotty**, B.A.C.S payment to **G & R Maintenance Ltd**

Account No: **60550884** Sort Code: **20-73-26**

Tel: 01353 720 748 Email: sales@barchamtrees.co.uk

Quote
To:

Melbourn Parish Council
30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

Deliver
To:

Melbourn Parish Council
30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

Quotation No: 022755

Date: 20/11/2017

Expires: 22/12/2017

Required by: 22/12/2017

Tel: 01763 263 303 Fax:

Your ref: Melbourn Cemetry

Customer A/C: MELBPC01

Page: 1 of 1

QUOTATION

Description	Qty	Price	Total	Vat	Available
Betula utilis jacquemontii 10-12cm 35L	3	94.000	282.00	56.40	T1 Dec 2017
Barcham Mulch	1	6.660	6.66	1.33	T1 Dec 2017
Delivery Charge	1	90.000	90.00	18.00	T1 Dec 2017
Trade Planting Service	3	60.000	180.00	36.00	T1 Dec 2017
Totals, Currency (British Pounds GBP)	8		558.66	111.73	

All prices exclude VAT.

Mike Sherwen

Total exc. VAT: (GBP)	558.66
VAT: (GBP)	111.73
Total: (GBP)	670.39

DAT Ltd

Unit 10a Ongar Road Trading Estate , Ongar Road
Great Dunmow, Essex, CM6 1EU
United Kingdom
Telephone: 01371 876 688



Issued To:

Ian Henderson
I3D Group
67 Orchard Road
Melbourne
Royston
Cambridgeshire
SG8 6BB

Issue Date

19/11/2017

Expiry Date

19/12/2017

Reference

Pavilion Lighting

Number

DAT1732

SALES QUOTE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
FLS130BLK	230V 130W IP65 6000K 11600 Lum SMD LED FLOODLIGHT. POWDER COATED DIE-CAST ALUMINIUM BODY. HIGH OUTPUT REFLECTOR AND CLEAR GLASS. OPTIMUM LUMEN OUTPUT.	3.00	143.75	20.00	431.25
	Day rate for installation	2.00	250.00	20.00	500.00
FLS70BLK	230V 70W IP65 6000K 6700 Lum SMD LED FLOODLIGHT. POWDER COATED DIE-CAST ALUMINIUM BODY. HIGH OUTPUT REFLECTOR AND CLEAR GLASS. OPTIMUM LUMEN OUTPUT.	6.00	85.03	20.00	510.18
Consumables	Costs for cable, connectors, containment etc required for installation.	1.00	75.00	20.00	75.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£1,516.43	£303.29

Net Amount	1,516.43
VAT Amount	303.29
TOTAL	£1,819.72

APPENDIX B

Melbourn Parish Council County Councillor Report November 2017

North Herts and District Citizens Advice Bureau: Our area is served by 'North Herts and District' CAB, whose AGM I attended on Nov 1st. We heard a talk on the very difficult situations arising out of the roll-out of Universal Credit. A common question that has come my way is working out entitlement to a carer's allowance. It was remarked that the Melbourn service is going very well, with demand allowing a drop-in rather than book-in arrangement. The service reports growing demand everywhere, but more offers of volunteering too. Please do contact them if you are interested in becoming a volunteer – this can be in any one of a number of roles.

Cam Vale Bus Users Group: There will be a meeting on December 4th, 7:30PM, at The Limes, Bassingbourn, after meeting in Meldreth last time. The 127/128 operator would like to suggest some timetable changes. Thus far there have been no Melbourn residents attending, though the group is designed to include Melbourn.

Greenbanks and Beechwood Avenue – what to do about lorry rat running: I've spoken to Highways to ask about residents' suggestions that weight restriction signage is erected. The parish council can pursue this if it likes; it would be subject to approval by the 'Policy and Regulation' team and therefore require a non-refundable cash deposit and then 100% implementation costs. The Highways officer's advice however, based on experience, is that drivers would very ignore signage, and that realistically these measures would not be enforced by the police. Lorry drivers will 'take their chances', he said. I asked about bollard style pinch points, but these would interfere with bin lorries and other large vehicles that require access.

The fact that police resource seems non-existent for enforcement is a sharp reminder of the fact that public services are collapsing.

As a first step, maybe relations with the Industrial site, and contractors on New Road, need to be more strenuously cultivated. I would be prepared, working together with the parish council, to set up a liaison group similar to the Barrington Liaison Group of many years ago, in which the community worked with Cemex and their predecessors on lorry movement patterns. I ran a similar group in Meldreth a few years ago, in which the community worked with businesses in the station yard area. It would be much more challenging in the Melbourn situation as there would be a multitude of players to bring together but it may be worth a try.

However, our growing population will be looking more and more for shortcuts, and on that basis, a strategic plan that could involve radical (and potentially expensive) solutions such as one-way systems could be considered, if only to generate new ideas. It might be that a liaison group could play a helpful role, even to put the spotlight on.

The Melbourn Practical Solutions Group: Met for the first time on 20 November, under new terms of reference which, as recommended by Council County Children's Services, needs to be comprised by village representatives who are officially accountable. Meetings are confidential due to sensitivity of information relating to children. The PSG makes no decisions and holds no public money, and plays a networking support role particularly in relation to the community of the Village College, as a key part of the life of Melbourn. Our meetings are attended by, and in large part led by, the MVC Head Girl and Head Boy, and will be generating and supporting ideas for positive activities for young people and intergenerational groups.

We looked at three projects, all of which will involve a leading role by MVC students: Celebrating Ages Tea in February half-term, developing the network of local contacts for Duke of Edinburgh volunteering, and exploring new funding sources for activities on the MVC site that would also benefit the wider community.

APPENDIX C

PC132/17 The Clerks Report – 27th November 2017

Responsible Financial Officer Position

Following recent interviews, Gabrielle van Poortvliet has been offered and accepted the vacant Responsible Financial Officer position.

Please join me in welcoming Gabby, who lives in Whaddon and is also Whaddon Parish Clerk and RFO.

Gabby commenced her employment on Tuesday 7th November 2017.

Cllr Regan speaking at the January - South Cambridgeshire District Council Planning Meeting

At the October Parish Council meeting the council agreed for Cllr Regan to speak on behalf of the Council at the Planning Committee being held on 1st November 2017. This date has now changed and the actual date Cllr Regan will be required to speak is 10th January 2018.

Amendment to the Final Car Park Report Appendix 7

Melbourn Parish Council apologises unreservedly to Mr Alan Brett, Mr Donald Mowett, Mr John Poley and Mr Richard Wakerley for omitting their resignation dates from the original list.

Appendix 7 has now been amended to show the resignation dates of ALL Parish Councillors who were on the Council at the time it was agreed to set up an Executive Sub Committee to oversee the work on the Car Park during the period January 2014 to the completion of the project. The website will be amended with the updated appendix.

APPENDIX 7

Below is a list of Councillors who were members of Melbourn Parish Council when discussions relating to the Car Park Refurbishment took place

From the first discussions in 2014 to the Council becoming inquorate in July 2016

Cllr Tim Baker	- Resigned November 2015
Cllr Val Barrett	- Resigned December 2015
Cllr Irene Bloomfield	- Resigned August 2016
Cllr Una Cleminson	- Resigned June 2016
Cllr Kimmi Crosby	- Resigned August 2016
Cllr Rosemary Gatward	
Cllr Jose Hales	- Resigned May 2016
Cllr Sally Ann Hart	- Resigned August 2016
Cllr Mike Linnette	- Resigned August 2016
Cllr Andrew Mulcock	- Resigned August 2016
Cllr Julie Norman	- Resigned May 2016
Cllr Siegmar Parton	- Resigned August 2016
Cllr John Regan	- Resigned May 2016
Cllr Mike Sherwen	
Cllr Peter Simmonett	- Resigned August 2014
Cllr Chris Stead	
Cllr Maureen Townsend	- Resigned August 2016
Cllr Bob Tulloch	- Resigned August 2016

October 2016 – Decisions made by the Council related only to the outstanding payment and PWLB loans.

Cllr Nikki Cross	
Cllr Rosemary Gatward	
Cllr Jose Hales	
Cllr Kerry Harrington	- Resigned May 2017
Cllr Sally Ann Hart	
Cllr Steve Kilmurray	
Cllr Julie Norman	
Cllr Clive Porter	- Co-opted October 2016
Cllr John Regan	
Cllr Jane Shepherd	- Co-opted October 2016 - Resigned May 2017
Cllr Mike Sherwen	
Cllr Sashi Siva	
Cllr Chris Stead	- Disqualified September 2017
Cllr John Travis	- Co-opted October 2016

Melbourn Parish Clerk

Peter Horley 2012 until 23rd December 2015

Sarah Adam 24th December 2015 – present

From: Adams Heather [<mailto:Heather.Adams@scambs.gov.uk>] **On Behalf Of** Cllr Topping
Sent: 14 November 2017 16:50
Subject: Update on South Cambridgeshire Local Plan

Dear Parish Council colleagues

I am writing to give you an update as we move towards adopting a new Local Plan for South Cambridgeshire. As you know, this is a set of policies and land allocations that will guide future development in our district up to 2031.

I can now tell you that the inspectors examining our Local Plan have not raised any fundamental concerns with the development strategy that it sets out. This strategy includes a new town north of Waterbeach, a new village at Bourn Airfield and an extension to Cambourne. The inspectors are clearly happy for us to move towards the final stages of the examination process.

Following hearings that closed in July, the inspectors said that they would be able to ask us to begin a consultation in the autumn, on the proposed modifications which are likely to be necessary to make the plan 'sound' and ready for adoption. This goes for both us and Cambridge City Council as our plans are being reviewed by the same inspectors.

During the last few weeks, there have been several exchanges of correspondence between South Cambridgeshire District Council and the inspectors. During these exchanges, inspectors have asked our officers to assist in the preparation of the above-mentioned modifications which are to be consulted on. This stage has not yet been completed, but you can view this working correspondence between South Cambridgeshire District Council and the inspectors up to this point at www.scambs.gov.uk/local-plan-examination.

The documents cover some of the changes the inspectors have suggested they believe may be needed for the two Plans to be agreed and signed off.

If you would like to see an overview of the emerging main modifications to our Local Plan which are being suggested by the inspectors, please see page 63 of the documentation published on the above website.

Once the inspectors are content that they have a complete final list of the modifications that they consider may be necessary to make the plan 'sound', they will write to the Council and formally ask us to undertake a consultation.

The consultation provides the opportunity to comment on the specific detailed changes put forward but it does not reopen the debate on other matters. These other matters include the modifications which we consulted on from December 2015 to January 2016.

We will contact you with a further update once the content and timings around this upcoming consultation are confirmed.

Best wishes

Peter

Cllr Peter Topping | Leader of the Council

Ward member for Whittlesford, Heathfield & Thriplow

APPENDIX D

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2013	BACS1711 29AOS	£56.88	5000/2	19/10/17	AOS Online - Copier paper	£56.88
		£56.88			AOS Online - Total	
2024	BACS1711 29BT	£123.84	5000/1	09/10/17	British Telecom - Broadband subscription	
2036	BACS1711 29BT	£47.40	5000/1	08/11/17	British Telecom - Broadband subscription for car park	£171.24
		£171.24			British Telecom - Total	
2049	DD171107CW	£4.00	7100	08/09/17	Cambridge Water Company - Water services for car park workshop Nov17	£4.00
		£4.00			Cambridge Water Company - Total	
2033	BACS1711 29CBS	£246.07		04/11/17	Canalbs Ltd -	£246.07
1		£207.37	4000		Audit Fees for 1/2 year - visit November 5.25 hours	
2		£38.70	4000		Mileage 86 miles x 38.70	
		£246.07			Canalbs Ltd - Total	
1595	CHQ NOV	£100.00	5300	31/03/17	Douglas De Lacey - Expensive for Grievance 2016	£100.00
		£100.00			Douglas De Lacey - Total	
2032	BACS1711 15EON	£43.72	7100	01/11/17	e.0n - Electricity bill for car park workshop	£43.72
2027	DD171113E ON	£8.09	3000/1	28/10/17	e.0n - Electricity charges Littlehands store	
2028	DD171113E ON	£8.09	2000/1	28/10/17	e.0n - Electricity supply for Orchard Road cemetery	
2029	DD171113E ON	£8.44	3000/4	28/10/17	e.0n - Electricity for Old Rec	£24.62
2035	DD171120E ON	£114.86	3000/2	05/11/17	e.0n - Electricity charges Pavilion	£114.86
		£183.20			e.0n - Total	

Signature

Signature

Date

23/11/17 02:30 PM Vs: 7.48

Page 1 of 4

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2017	BACS1711 29ESPO	£36.51		20/10/17	ESPO - Stationery and safety equipment	
1		£11.05	5000/2		Stationery for Parish Office	
2		£17.90	3000/2		Glasses for Pavilion	
3		£7.56	4300/3		Safety glasses for Wardens	
2018	BACS1711 29ESPO	£22.80	4300/3	23/10/17	ESPO - Hi Viz jacket for Dennis	£59.31
		£59.31		ESPO - Total		
1991	BACS1711 29H&CGM	£552.00	1000	17/10/17	Herts And Cambs Ground Maintenance Limited - Allotment clearing of plots 5A/6B/9B/12B/5 Grays	
2050	BACS1711 29H&CGM	£1,656.41		18/10/17	Herts And Cambs Ground Maintenance Limited -	
1		£1,400.40	2000/4		Monthly cemetery maintenance for NOV 17	
2		£256.01	1300		Monthly maintenance for five areas of the village Nov 17	
2051	BACS1711 29H&CGM	£906.00	3000/4	18/10/17	Herts And Cambs Ground Maintenance Limited - Grounds Maintenance for November 17	£3,114.41
		£3,114.41		Herts And Cambs Ground Maintenance Limited - Total		
2057	BACS1711 29HMRC	£6178.87	5600/1	23/11/17	HM Revenue & Customs - Tax and National insurance November 17 and wages	£6178.87
		£6178.87		HM Revenue & Customs - Total		
2026	BACS1711 29LS	£87.55	5000/1	01/11/17	LUCID Systems - Coverened agreement December 2017	£87.55
		£87.55		LUCID Systems - Total		
2021	BACS1711 29MCHMG	£48.75		31/10/17	Melbourn Community Hub Management Group - Hire of meeting rooms	
1		£26.25	4400		Room rental - Maintenance WP 16/10/17	
2		£22.50	3100		Room rental - MAYD meeting 25/10/17	
2052	BACS1711 29MCHMG	£75.00	4400	22/11/17	Melbourn Community Hub Management Group - Hire of Atrium 15 November EO Planning Committee Meeting	£123.75

Signature

Signature

Date

23/11/17 02:30 PM Vs: 7.48

Page 2 of 4

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£123.75			Melbourn Community Hub Management Group - Total	
2019	P487	£10.00	7	27/10/17	Melbourn Garage - Diesel for van (K Rudge)	£10.00
		£10.00			Melbourn Garage - Total	
2053	CHQ	£420.00	1100	22/11/17	Mr M Keith - Repainting Village sign 39 hours hours and materials	£420.00
		£420.00			Mr M Keith - Total	
2056DD171123NP		£135.18	5100/6	23/11/17	Now Pensions - Direct Debit pension contribution November 2017	£135.18
2025 DD171129N OW		£43.20	5300	01/11/17	Now Pensions - Employer service charge for November 2017	£43.20
		£178.38			Now Pensions - Total	
2031	BACS1711 29PJR	£62.40	3000/2	05/11/17	P J Robinson - Pavilion - remove external socket and wiring and make safe	£62.40
		£62.40			P J Robinson - Total	
2016	P486	£6.40	3	27/10/17	Phillimore Garden Centre - k Rudge - turf for New Road Cemetery	£6.40
		£6.40			Phillimore Garden Centre - Total	
2015	P485	£20.16	2	24/10/17	Post Office - Postage - Stamps K Rudge	£20.16
2034	P490	£20.16	2	10/11/17	Post Office - 3 x books of 2nd class stamps	£20.16
		£40.32			Post Office - Total	
2055	BACS1711 29RICOH	£502.73	5000/3	07/11/17	Ricoh UK Limited - Photocopying services 010817-311017	£502.73
		£502.73			Ricoh UK Limited - Total	
2037	P491	£10.00	3	13/11/17	Rontec - Diesel for van - K Rudge	£10.00
		£10.00			Rontec - Total	
1650 DD171101S CDC		£242.00	3000/2	01/11/17	South Cambs District Council - Business rates for Melbourn Pavilion November 2017	
1660 DD171101S CDC		£1,234.00	7100	01/11/17	South Cambs District Council - Business rates for Melbourn Car Park November 2017	

Signature

Signature

Date

23/11/17 02:30 PM Vs: 7.48

Page 3 of 4

Melbourn Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1673	DD171101S CDC	£67.00	2000/2	01/11/17	South Cambs District Council - Business rates for Cemeteries - 1 November 2017	£1,543.00
1775	DD171103S CDC	£18.13	3000/2	25/05/17	South Cambs District Council - direct debit trade refuse pavilion Nov 17	£18.13
		£1,561.13			South Cambs District Council - Total	
2054	P461	£7.82	4	23/11/17	Stationery Cupboard - Receipt books x 2 - Sarah Adam	£7.82
		£7.82			Stationery Cupboard - Total	
2030	P489	£30.00	3	03/11/17	The Original Factory Shop - Safety boots for Dennis Bartle - Dennis Bartle	£30.00
		£30.00			The Original Factory Shop - Total	
2014	BACS1711 29TTS	£822.36	5000/9/3	26/07/17	Tim Stebbings - Litter picker - Tim Stebbings July 2017 October 2017	£822.36
		£822.36			Tim Stebbings - Total	
2046	P494	£23.98	3	13/11/17	Toppers Workwear - Safety shoes for K Rudge	£23.98
		£23.98			Toppers Workwear - Total	
2003	BACS1711 29UL	£83.70	3000/4	18/10/17	Unlimited Logos - Emergency Access sign for The Moor Recreation Ground	
2020	BACS1711 29UL	£238.79	4300/3	31/10/17	Unlimited Logos - MPC printed top for Wardens plus trousers for Dennis	£322.49
		£322.49			Unlimited Logos - Total	
2023	P488	£3.77	3	31/10/17	Urban Plastics - GUTTERING FITTINGS FOR PAVILION	£3.77
		£3.77			Urban Plastics - Total	
2045	P492	£25.00	3	19/11/17	Wrights Mower Centre - safety Helmet - Keith Rudge	£25.00
		£25.00			Wrights Mower Centre - Total	
2043	P493	£6.00	3	15/11/17	Wyevale Garden Centres - New green tub for weeding - K Rudge	£6.00
		£6.00			Wyevale Garden Centres - Total	
Total		£14,358.06				

Signature

Date

Signature

APPENDIX E

MCHMG report to Parish Council on the Quarter and financial year ending 30 September 2017

Highlights for the quarter:



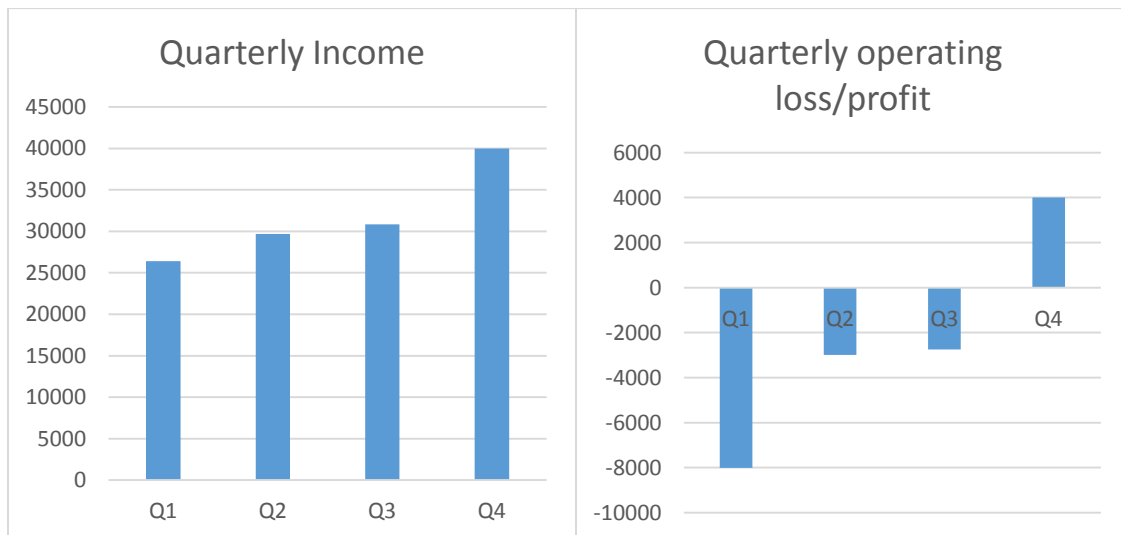
Income
+ 32%



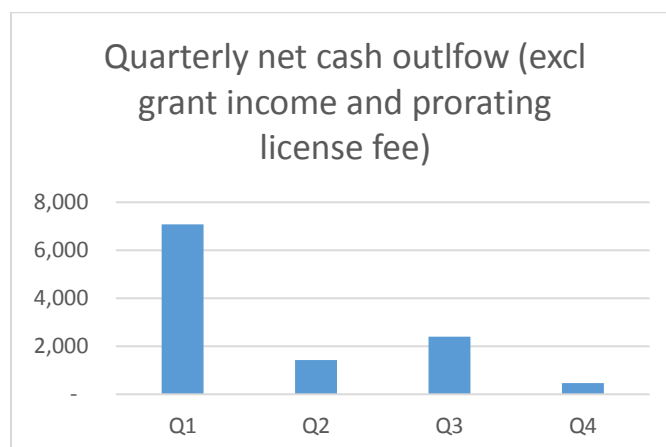
Operating profit
+ £6,760



First quarter with a trading profit
Ahead of business plan



(Quarterly operating loss/profit excludes depreciation of fixed assets and cost of writing off FY16 bad debts)



Quarterly net cash outflow excludes grant income and spreads the license fee to a monthly basis rather than showing as received (received in full March 17) to illustrate cash used by business.

	Q4 17 (1 July 17 to 30 Sept 17)	versus business plan projection	% of business plan projection	versus prior quarter	versus prior year quarter
	£	£		£	£
INCOME & EXPENDITURE					
TOTAL INCOME	39,980	9,765	132%	9,148	not available ¹
TOTAL EXPENDITURE	35,971	3,075	109%	2,388	702
PROFIT / (LOSS)	4,009	6,690	positive!	6,760	not available ¹
Movement in cash (positive = cash inflow)	(3,669)			8,764	not available ¹
Closing cash balance	22,885			(3,669)	not available ¹

¹ prior to this financial year, irrecoverable room rental was being invoiced and subsequently written off. It is not known in which months this occurred and as a result meaningful quarterly comparisons are not possible

Key points for the quarter

- Income over 30% higher compared to the previous quarter. Income for the quarter was £39,980 as a result of strong café and room rental income and the Community Showcase event in July.
- First profitable trading quarter.
- Income and profit exceeding business plan.

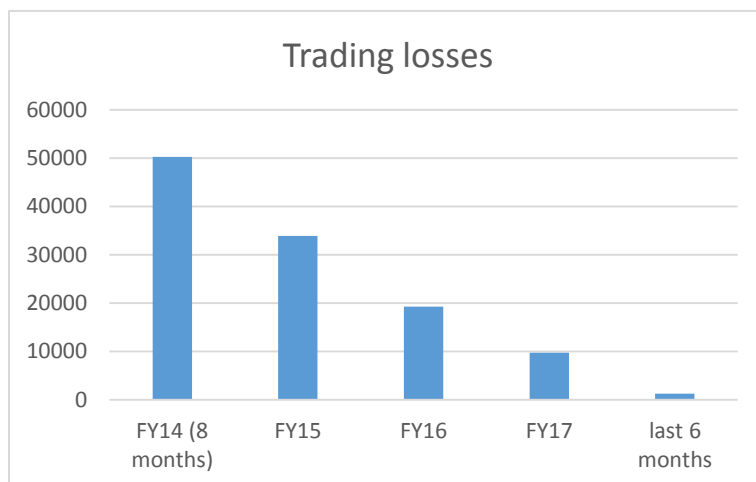
Next quarter outlook

- Hub is VAT registered effective 1 October 2017.
- Successful series of community fundraising events delivered around Halloween.
- Intention to continue progress in line or exceeding business plan to start building reserves in accordance with Charity Commission Guidance.

Trading results for the financial year ended 30 September 2017:

The trading loss for the financial year was £9,744.

This is approximately 50% of the trading loss in the previous financial year. As noted above the trend over the course of the year has changed direction and the Hub has proven it can exceed a break even performance.



Draft statutory results for the financial year ended 30 September 2017

Trading losses described above do not include depreciation or the cost of writing off bad debts relating to previous financial years. Depreciation for the financial year was £2,808 (FY16 £2,403). Bad debts which were recorded as sales in FY16 that are not recoverable have been written off in FY17. These amount to £2,640 and whilst do form part of the full year loss for the statutory accounts, these do not reflect current circumstances i.e. MCHMG do not have ongoing bad debt issues, the amount written off relates to trading in the previous financial year, prior to the current management group's management. Depreciation and bad debt expenses are recorded within Administrative expenses.

	2017 £	2016 £
Turnover	126,881	115,077
Cost of sales	(74,993)	(69,725)
	_____	_____
Gross profit	51,888	45,352
Administrative expenses	(67,130)	(67,079)
	_____	_____
Loss on ordinary activities before taxation	(15,242)	(21,727)
Taxation on profit on ordinary activities	-	-
	_____	_____
Loss for the financial year	(15,242)	(21,727)
	=====	=====

Next report

The next report will cover the quarter from 1 October 2017 to 31 December 2017 and is intended to be presented in a Parish Council meeting in February.

APPENDIX F

MELBOURN PARISH COUNCIL

WORKS / GOODS REQUEST (in accordance with s10 of the Financial Regulations)

Completed by:

J Travis (Chair)



J Hales (Operations Director)



A Anderson (Finance Director)

See
attached email
approval 19 Nov 2017

Please give details of expenditure requested. *[Approval for expenditure must be sought in accordance with s4 of the Financial Regulations]:*

The taps in both the Gents and Ladies Toilets have become defective.

The gents tap caused a flood when the tap failed.

The Ladies has been found to be leaking from the same place as the Gents and it is assumed that it too will fail soon.

The request is for either the tap internal cartridges to be replaced or new taps fitted.

Please indicate if the works / items detailed below are essential. If so, please provide details of the reason (ie to comply with H&S regs, essential repairs). *[Urgent repairs/orders will be approved in accordance with s4.5 of the Financial Regulations.]*

The works are essential. The hub is classed as a public building with toilet facilities. A great number of residents from both the village and villages beyond Melbourn use the hub daily. The toilets are a fundamental part of the buildings services.

There are 7 members of staff onsite at any one time during the day, rising to 9/10 – Monday to Saturday.

The public have now come to expect the toilet facilities, especially the mothers with small babies and children.

If the works / items requested are non-essential, please give brief details of the reason for the request (note that expenditure will be approved depending on need and priority).

N/A

As specified in s10.3 of the Financial Regulations, please attach **three quotes** to support your request.

This situation doesn't warrant the seeking of three quotes as it falls under emergency works.

Without the works being done the building should close.

Quote to follow: See email Gate Holes with approx
cost breakdown ~ £650

Approved:

Date:

Clerk

Chair

Declined / Deferred:

Date:

Give an indication of the circumstances for this request to be reconsidered and when this will happen:

Reason for refusal:

Clerk

Chair

APPENDIX G

MELBOURN PARISH COUNCIL

AGENDA ITEM PC136/17

AMENDMENT TO STANDING ORDERS TO CLARIFY THAT *IN CAMERA* MEETINGS ARE NOT RECORDED

Following the Extraordinary Meeting of the Parish Council held on 24 October, Mr Mulcock wrote to the Clerk to point out an apparent contravention of Standing Orders (correspondence at Annex 1).

The Parish Council voted to record meetings at its first public meeting (PC 84/16). There was no discussion about how to treat *in camera* meetings.

The Code of Conduct WP revised the Council's Standing Orders.

There are the following references to recording of meetings:

3 I Recording, filming and photography is allowed at meetings which members of the public can attend, so long as the proceedings are not disrupted.

12 b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. If there is disagreement about a suggested correction, the Proper Officer and Chair (or Vice Chair) will listen to the recording and adjust the minutes accordingly.

There is also a **section 11** on handling confidential or sensitive information.

Councillors are asked to consider the suggestion that an additional point (d) is added to Section 11 so that it reads:

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c The Council may remove any member in breach of paragraphs a and b above from the relevant committee or working party.
- d Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised.

Parish Clerk

From: Parish Clerk
Sent: 31 October 2017 09:58
To: 'andrew mulock'; Assistant Clerk; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: RE: request for audio copy of the up comming pc car park meeting

Dear Andrew
Our complaints policies can be found on our website under 'policies'
Kind regards
Sarah

From: andrew mulock [
Sent: 27 October 2017 20:17
To: Parish Clerk; andrew mulock; Assistant Clerk; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk; andrew mulcock
Subject: Re: request for audio copy of the up comming pc car park meeting

thank you

Can you advise us on the complaints procedure please for you having broken the standing orders,

Andrew

From: Parish Clerk
Sent: Friday, October 27, 2017 8:49 AM
To: andrew mulock ; Assistant Clerk ; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: RE: request for audio copy of the up comming pc car park meeting

Dear Andrew
It is your interpretation that Standing Orders were broken. My position as remains as stated before.
Council will asked to consider a revision to Standing Orders at its November meeting.
Kind regards
Sarah

From: andrew mulock [
Sent: 26 October 2017 22:53
To: Parish Clerk; andrew mulock; Assistant Clerk; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: Re: request for audio copy of the up comming pc car park meeting

thank Mrs Clerk you for the statement ,

your working late, and on a Thursday, which you normally have off.

You admit you broke standing orders of the parish council,
thank you for that,

Please advise as to the procedure now

I await your response,

Andrew

From: Parish Clerk
Sent: Thursday, October 26, 2017 9:21 AM
To: andrew mulock ; Assistant Clerk ; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: RE: request for audio copy of the up coming pc car park meeting

Dear Andrew

The question of recording of in camera sessions was not anticipated by the Code of Conduct Working Party. When the Council had the first in camera session, I sought advice from CAPALC. CAPALC said that in camera sessions should not be recorded.

Thank you for bringing this oversight to my attention. I will make sure that Standing Orders are amended to make this practice explicit.

Kind regards

Sarah

From: andrew mulock [
Sent: 25 October 2017 12:06
To: Parish Clerk; andrew mulock; Assistant Clerk; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk; andrew mulcock
Subject: Re: request for audio copy of the up coming pc car park meeting

Thank you Mrs Clerk

You say you did not record the in camera session,

this appears to be in contravention of the parish councils standing orders as highlighted below , before the meeting.

Please advise,

Andrew Mulcock

From: Parish Clerk
Sent: Wednesday, October 25, 2017 9:03 AM
To: andrew mulock ; Assistant Clerk ; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: RE: request for audio copy of the up coming pc car park meeting

Dear Andrew

The Parish Council does not record in camera sessions. In the case of the minutes, the Council will follow its normal procedure of deciding if and when they can be released.

Kind regards

Sarah Adam
Melbourn Parish Clerk

From: andrew mulock [
Sent: 23 October 2017 21:08
To: Parish Clerk; Assistant Clerk; Julie Norman
Cc: XXXXX; Bianca.Wild@archant.co.uk
Subject: Re: request for audio copy of the up coming pc car park meeting

Mrs Clerk,

With reference to tonights public meeting

I understand from the chairs comments tonight in the public meeting, that the in camera meeting might have mentioned certain names that the PC do feel should not be made public.

Till the full recording is available,

I am willing to accept a redacted recording of the meeting, with the peoples names blanked out

Do I need to make this under FOI request or is this email sufficient for you ?

A await your response

many thanks

Andrew

From: andrew mulock
Sent: Saturday, October 21, 2017 12:15 PM
To: Parish Clerk ; Sarah Adam ; Julie Norman
Cc: XXXXX; nick.gill@archant.co.uk ; Bianca.Wild@archant.co.uk
Subject: request for audio copy of the up coming pc car park meeting

Mrs clerk

I would like a copy please of the audio recording, of the up coming ,in camera meeting of the PC regarding the car park as advertised on your website.

In Camera – Extraordinary Meeting of the Parish Council on Monday 23 October 2017 to discuss the Car Park Report
recommended by the Car Park Working Party
[Extraordinary Parish Council Meeting on Monday 23 October 2017](#)

I understand from standing orders , 12 as published on the PC web site, draft minutes, that all meetings are recorded.

<http://melbournparishcouncil.co.uk/wp-content/uploads/2014/10/Standing-Orders-ver-3-march-17-1.pdf>

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. If there is disagreement about a suggested correction, the Proper Officer and Chair (or Vice Chair) will listen to the recording and adjust the minutes accordingly.**

I can provide media for the recording to be copied onto if this is of help, please advise as to what you require.

I await your reply

Andrew Mulcock

APPENDIX H

ASSESSMENT OF GRANT APPLICATIONS

AMOUNT REMAINING TO BE ALLOCATED: £13,751

APPLICANT	MEET CRITERIA	COMMENTS	POWER	AMOUNT (£)
CamSAR	No	Fails to meet: Organisations which provide a general service from which Melbourn <i>may</i> benefit are not eligible to apply unless they can demonstrate that there will be a benefit within a reasonable time frame. The Council declined to make a grant in Nov 2016 because the service is not specifically of benefit to the residents of Melbourn.	Life saving appliances Public Health Act 1936 s 234	Reject (300)
1 ST Orwell Scout Group	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	888.96
A Chain of wild flowers	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	500
Gallery Writers (Meldreth/Melbourn)	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	600
MADS	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	500
Community Hub MG	Yes		Life saving appliances Public Health Act 1936 s 234	1000

Melbourn Short Story Reading Group	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	30
River Mel Restoration Group	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	200
RSPB Fowlmere Nature Reserve			Local Gov (misc Provisions Act 1976 s19) – recreational facilities	750
The Melbourn District Library	Yes		Local Gov (misc Provisions Act 1976 s19) – recreational facilities	500
Home Start Royston and S Cambs	?	Does it fall foul of: The following are not eligible for a community grant: businesses, individuals and groups associated with a church or religious body. Formatting has gone wrong with the version adopted on 25 Sept so this is not as clear as it might be. Is a family an individual and if we say no to this do we then rule out Relate et al?	Local Government Act 1972 s139(1) Give money to charities	1545
			Total requested	6514

STATUTORY POWERS

Parish, Town and Community councils

SUBJECT	SUMMARY OF DISCRETIONARY POWERS	LEGISLATION
Allotments	Power to provide land for allotments and to enter into allotment tenancies in or outside the councils area	Small Holding and Allotments Act 1908 ss.23 25
Allowances for councillors	Power to pay councillors allowances	Local Authorities (Members' Allowances) (England) Regulations 2003
Ancillary power	Power to do anything that will facilitate, be conducive to or incidental to the discharge of its power and functions	Local Government Act 1972, s.111
Bands and orchestra	Power to maintain a band or orchestra or contribute to the maintenance of a band or orchestra in or outside the council's area Power to charge for admission to performances	Local Government Act 1972, s.145(1)(c) Local Government Act 1972, s.145(2)
Bicycles and motor cycles – parking places	Power to provide and maintain parking places for bicycles and motor cycles in the council's area Power to provide stands and racks for bicycles and motor cycles in the council's area Power to make byelaws for the use of and charging for parking places	Road Traffic Regulations Act 1984. S.57(1)(a) Road Traffic Regulation Act 1984, s.63 Road Traffic Regulation Act 1984, s.57(7)
Boating Pools	Power to provide a boating pool in a park provided or managed by the council Power to charge a reasonable amount for its use	Public Health Act 1961, s.54(1) Public Health Act 1961, s.54(3)
Borrowing money	Power to borrow money with approval where necessary	Local Government Act 2003, Schedule 1, paragraph 2

Burial grounds and cemeteries	<p>Power to provide and maintain open spaces or burial ground in or outside the council's area</p> <p>Power to maintain for payment a monument or memorial for payment a monument or memorial on a private grave (for no more than 99 years in the council's area)</p> <p>Power to provide and maintain cemeteries in or outside the council's area</p> <p>Power to contribute towards the maintenance of cemeteries where the inhabitants of the council's area may be buried</p> <p>Power to grant rights of burial, to place and maintain tombstones or memorials on graves and to charge fees</p>	<p>Open Spaces Act 1906, ss.9-10</p> <p>Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1</p> <p>Local Government Act 1972, s.214(2)</p> <p>Local Government Act 1972, s.214(6)</p> <p>Local Authorities' Cemeteries Order 1977</p> <p>Open Spaces Act 1906, s.15</p>
Bus Shelters	Power to provide and maintain bus shelters on roads or land adjoining roads in the council's area	Local Government (Miscellaneous Provision) Act 1953, s.4
Byelaws	Power to make byelaws	See specific subject areas in this table – England
Car parks (off-road)	<p>Power to provide and maintain suitable off-road car parking places in the council's area to relieve or prevent traffic congestion or to preserve local amenities</p> <p>Power to regulate use of car parks and charge for their use</p>	<p>Road Traffic Regulations Act 1984, s.57(1)(b)</p> <p>Road Traffic Regulation Act 1984, ss.59(3), 35(1)</p>
Car sharing schemes	Power to establish and maintain a car sharing scheme that benefits the council's area or to assist others in doing so	Local Government and Rating Act 1997, s.26
Charging for discretionary services	Power to charge on a cost recovery basis (i.e. not to make any profit) if the council has discretion to provide a service. Power does not apply if the council has a separate power to charge for provision of a service or it is prohibited from charging for it	Local Government Act 2003, s.93

Charities	Power to act as trustee of non-ecclesiastical charity	Charities Act 2011, ss.298-303 Local Government Act 1972, s.139(1)
Cinemas	Power to provide a cinema, or contribute towards the expenses of a cinema in or outside the council's area Power to charge for admission to a cinema provided by the council	Local Government Act 1972, s.145(1)(b) Local Government Act 1972, s.145(2)
Clocks	Power to provide and maintain public clocks within the council's area	Parish Councils Act 1957, s.2
Closed churchyards	Power to maintain a closed churchyard in the council's area if requested to do so by a parochial church council	Local Government Act 1972, s.215
Commons and common pastures	Power to provide land in the council's area for common pasture if the council's expenditure can be recovered from any charges it makes for use of the land	Small Holdings and Allotments Act 1908, s.34
Community gardens	Power to provide and maintain open spaces as gardens in or outside the council's area	Open Spaces Act 1906, ss.9-10
Community meetings	Power to convene	Local Government Act 1972, Schedule 12, paragraph 30
Compensation	Power to pay compensation to a person affected by the council's maladministration	Local Government Act 2000, s.92
Conference facilities	Power to provide and encourage the use of facilities in the council's area	Local Government Act 1972, s.144
Contracts	Power to enter into contracts	Local Government Act 1972, s.111
Crime prevention	Power to spend money on crime detection and prevention measures in the council's area	Local Government and Rating Act 1997, s.31
Dance halls	Power to provide premises for dances or to contribute to the expenses of dances in or outside the council's area Power to charge for admission to dances provided by the council	Local Government Act 1972, s.145(1)(a) Local Government Act 1972, s.145(2)

Ditches and ponds	Power to deal with ditches, ponds, pools and gutters by draining them or preventing them from being harmful to public health Power to carry out works for their maintenance or improvement or to pay others to do this	Public Health Act 1936, s.260 Public Health Act 1936, s.260
Dog control orders	Power to make orders for dog control offences for land in the council's area Power to issue fixed penalty notices for offences committed under dog control orders	Clean Neighbourhoods and Environment Act 2005, s.55 Clean Neighbourhoods and Environment Act 2005, S.59
Employment of staff	Power to appoint staff	Local Government Act 1972, s.112
Fetes and other events	Power to provide entertainments and facilities for dancing in or outside the council's area Power to charge for admission	Local Government Act 1972, s.145(1)(a) Local Government Act 1972, s.145(2)
General power of competence	Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence	Localism Act 2011, ss.1-8
Gifts	Power to accept gifts	Local Government Act 1972, s.139
Graffiti	Power to issue fixed penalty notices for graffiti offences in the council's area	Anti-social Behaviour Act 2003, s.43
Honorary titles	Power to confer title of honorary freeman or freewoman	Local Government Act 1972, s.249
Indemnities	Power to indemnify councillors and staff with insurance cover	Local Government Act 2000, s.101 Local Authorities (Indemnities for Members and Officers) Order 2004
Investments	Power to invest property in approved schemes	Trustee Investments Act 1961, s.11

Land/premises	Power to purchase or sell land in or outside the council's area	Local Government Act 1972, ss.124, 127
	Power to appropriate land for an authorised purpose	Local Government Act 1972, s.126
	Power to accept and maintain gifts of land	Local Government Act 1972, s.139
Life-saving appliances	Power to provide life-saving appliances (e.g. lift belts, defibrillators)	Public Health Act 1936, s.234
Lighting	Power to light roads and public places in the council's area	Parish Councils Act 1957, s.3; Highways Act 1980, s.301
Litter	Power to issue fixed penalty notices for litter offences in the council's area	Environmental Protection Act 1990, s.88
Litter bins	Power to provide and maintain litter bins in streets or other public spaces and contribute to their provision and maintenance	Litter Act 1983, ss.5-6
Lotteries	Power to promote lotteries	Gambling Act 2005, ss.98, 252
Markets	Power to establish markets in the council's area and provide a market place and market buildings	Food Act 1984, s.50
	Power for a council that maintains a market to make byelaws	Food Act 1984, s.60
Mortuaries and post-mortem rooms	Power to provide mortuaries and post-mortem rooms	Public Health Act 1936, s.198
	Power to make byelaws to manage and charge for the use of mortuaries and post-mortem rooms	Public Health Act 1936, s.198
Neighbourhood planning	Power to act as the lead body for the establishment of a neighbourhood development order or a neighbourhood development plan	Town and Country Planning Act 1990, S61F(1), (2) Planning and Compulsory Purchase Act 2004, s.38C(2)
Newsletters etc.	Power to publish information about the council, its services and the services provided in the council's area by other local authorities, government departments, charities and other voluntary organisations	Local Government Act 1972, s.142

Non-councillors	Power to appoint non-councillors to council committees and sub-committees	Local Government Act 1972, s.102 (3)
Open spaces	Power to provide and maintain land for public recreation Power to make byelaws Power to provide and maintain land for open spaces in or outside the council's area	Public Health Act 1875, s.164 Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9-10 Open Spaces Act 1906, s.15
Parish meetings	Power to convene	Local Government Act 1972, Schedule 12, paragraph 15
Planning applications	Power to be notified of planning applications affecting the council's area and to comment	Town and Country Planning Act 1990, Schedule 1, paragraph 8
Precept	Power to raise a precept	Local Government Finance Act 1992, s.41
Public buildings and village halls	Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings	Local Government Act 1972, s.133
Public rights of way	Power to repair and maintain public footpaths and bridleways in the council's area Power to enter into agreement to dedicate a road is highway in the council's area or an adjoining parish or community area Power to enter into agreement to widen existing highway in the council's area or an adjoining parish or community area Power to provide warning notices on footpaths and bridleways	Highway Act 1980, ss.43, 50 Highways Act 1980, s.30 Highways Act 1980, s.72 Road Traffic Regulations Act 1984, s.72(2)
Public toilets	Power to provide public toilets Power to make byelaws	Public Health Act 1936, s.87 Public Health Act 1936, s.87

Recreation	<p>Power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces</p> <p>Power to make byelaws</p> <p>Power to provide and contribute to a wide range of recreational facilities in or outside the council's area</p>	<p>Public Health Act 1875, s.164</p> <p>Public Health Act 1875, s.164</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s.19</p>
Right to challenge services that are provided by principal authority	<p>Power to submit an interest in running a service provided by a district, county or unitary authority</p>	<p>Localism Act 2011, ss.81-86</p>
Right to nominate and bid for assets of community value	<p>Power to nominate assets to be added to a list of assets of community value</p> <p>Power to bid to buy listed asset when it comes up for sale</p>	<p>Localism Act 2011, ss.87-108</p> <p>Localism Act 2011, ss.87-108</p>
Roads	<p>Power to consent or not consent to the local highway authority stopping maintenance of a road in the council's area or stopping up/diverting a road in the council's area</p> <p>Power to complain to the local highway authority about the obstruction of right of way and "roadside waste" in the council's area</p> <p>Power to plant and maintain trees and shrubs, and lay out grass verges in the council's area</p> <p>Power to provide and maintain seats and shelters on roads and land bordering any road in the council's area</p>	<p>Highways Act 1980, ss.47, 116</p> <p>Highways Act 1980, s.130</p> <p>Highways Act 1980, s.96</p> <p>Parish Councils Act 1957, s.1</p>
Sports and recreational facilities	<p>Power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area</p>	<p>Local Government (Miscellaneous Provisions) Act 1976, s.19</p>

Swimming pools	Power to provide public baths	Public Health Act 1936, s.221
	Power to charge of use of public baths	Public Health Act 1936, s.222
	Power to make byelaws	Public Health Act 1936, s.223
Traffic signs	Power to provide traffic signs on roads	Road Traffic Regulations Act 1984, s.72(1)
Theatres	Power to provide a theatre or contribute towards their expenses in or outside the council's area	Local Government Act 1972, s.145(1)(b)
	Power to charge for admission to a theatre provided by the council	Local Government Act 1972, s.145(2)
Tourism	Power to encourage tourism to the council's area or contribute to organisations encouraging tourism	Local Government Act 1972, s.144
Traffic calming	Power to make payments to a highway authority for traffic calming schemes for the benefit of the council's area	Highways Act 1980, s.274A
War memorials	Power to maintain, repair and protect war memorials in the council's area	War Memorials (Local Authorities' Powers) Act 1923, s.1
Water	Power to make use of wells, springs or streams in the council's area and provide facilities for obtaining water from them	Public Health Act 1936, s.125
Websites	Power to provide a website to give information about the council, its services and the services authorities, government departments, charities, or other voluntary organisations	Local Government Act 1972, s.142

APPENDIX I

ACTION PLAN TO ADDRESS THE FINDINGS OF THE CAR PARK WORKING PARTY

RECOMMENDATIONS AND LESSONS TO BE LEARNED		COUNCIL ACTIONS
	Lack of public consultation	
Para 2 bullet 5, and Para. 6; para 11 bullet 1; para. 10 bullet 3	No consultation was carried out in the later stages of the project.	<p>The Council has committed itself to consulting with the community on future projects through its Community Engagement Policy and its Strategic Plan. The Council notes the criteria set out by the WP, namely:</p> <ul style="list-style-type: none"> • Major projects or assets • Where the cost of a project will have a large impact on the Council finances and contributions from local taxpayers. <p>Furthermore, there should be consultation on the form the project/asset is to take.</p>
Para. 11 bullet 2	"The results of public consultation should be documented in support of projects."	Agreed. The Council has a format to use which has been developed as part of the work on the Neighbourhood Plan.
	Parish Council 'operating beneath the radar'	
Para. 2 bullet 3; para 10 bullet 4	Through most of the car park project, members of the public did not attend Parish Council or Committee meetings. Supporting papers setting out the issues to be discussed were not published making it difficult for people to identify anything which might be of interest to them.	This Parish Council is committed to encouraging members of the public to attend. Papers are published with the agenda and people encouraged to submit views if they are not able to attend the meeting.
	<p>'The car park project would increase pre-committed debt-servicing payments to about 25% of the precept'</p> <p><i>Comment: The PC's budget was not looked at in a strategic manner prior to October 2016.</i></p>	A straightforward way of showing how the PC's budget is spent was introduced in the Report from the Chair of Melbourn Parish Council for the Civic year 2016-17.

		This will be developed further in setting the Precept for FY 2018/9 and the report for the Civic Year 2017/8.
Para. 8	Moving to <i>in camera</i> sessions	The PC notes the criteria the WP sets out for use of <i>in camera</i> sessions but reserves the right to take the advice of CAPALC in special circumstances. The outcome of any in camera discussions are reported to the public as soon as possible once a decision has been taken. <i>In camera</i> minutes are considered for declassification as soon as possible.
	Poor project management	
Para. 9 and para. 11 bullet 7	“Decisions to change the project and/or spend contingency funds should be recorded, identified, discussed and agreed in public.” “There was little evidence of transparent decision-making”	Agreed. The Council will adopt good project management practice for all future projects (para. 11 bullet 3)
Para. 9 and 9.1 bullet 4; para10 5	“There should be regular budget reporting of cost against budget..”	At the time the Council did not have the financial support to do this (see comments on financial control below)
Para 11. Bullets 4	“The Finance Committee or full council should manage projects with a major financial impact.”	If ‘manage’ in this context means have financial oversight, this is agreed. The Council now has more expertise in staff and Councillors to achieve this.
Para. 11 Bullet 5	“The Council should consider the use of Working Groups including Councillors, the Parish Clerk and other professionals to help deliver projects.”	Agreed that this principle is correct and the Council now has the governance in place to make this arrangement work properly.

	Lack of financial control	
Para. 4 bullet 3; para 10.1 bullet 2	Not the subject of a review by the Internal Auditor <i>Comment: The previous IA did not look at governance and reports were not submitted to Council.</i>	A new IA has been appointed who scrutinises all aspects of governance. Biannual reports presented to Council with actions to meet any inadequacies.
Para. 9.1 bullet 4	“It appears the Council had insufficient knowledge or skills to understand or manage the financial aspects of the Council or this significant project.	The Council has recruited new Councillors with financial and business expertise. The Council has appointed an RFO who is a qualified accountant. The RFO’s priority is to put in place good reporting procedures for Council to enable it to monitor spend against budget for all council activities.
Para. 9.1 bullet 9	Decisions about whether to borrow money to fund future projects should be taken on the basis of (a) how much is already committed in a similar way and (b) how much has to be repaid, including the capital and the interest.	Agreed. This is already taken into account on the form which has to be submitted via CAPALC to the Secretary of State. If either party is not satisfied that the repayments can be supported, the loan will not be granted.
Para. 11 bullet 10	“The Council should review its ability to continue servicing the needs of the village against the background of high level borrowing.”	When F&GGC and the full Council set the Precept, this will be part of the consideration
	Failure to scope out the project and consider future operating costs	
Para. 2 bullet 4	The impact on the rates bill for the car park was not considered.	All future projects must have a written business case prepared which sets out the need for the work, the range of options considered , the reasons for choosing the preferred option and some sort of cost-benefit analysis.
Para. 5.2 bullet 5	The WP was unable to identify a coherent business plan setting out why the car park refurbishment was needed and why the solution adopted was the best one.	

		This can then be used as the basis of public consultation.
	Inadequate governance and record-keeping	
Para. 5.2 bullet 3	Governance arrangements should be in place such that no Councillor should be able to claim they have not been informed about key pieces of information or decisions.	The Council has now adopted Financial regulations which specify processes which must be followed, including any variation to or addition to or omission from a contract (12.3)
Para. 5.2 bullet 6	<p>“Open and informed debate at Full Council was not shown by written evidence”</p> <p><i>Comment: Minutes of council meetings are not verbatim records of what is said. Advice from CAPALC has confirmed this. At the time it was not the practice for Councillors to be given summaries of information upon which they were expected to make decisions.</i></p>	<p>All Councillors must read the minutes carefully and ask for important information to be included if they think it has been omitted.</p> <p>The Council should develop further the practice of having written information supplied to them and the public when the agenda is published. This gives the context of decisions taken and makes it more straightforward for the Clerk to identify which comments made in the meeting need to be recorded (whether pointing out an omission or disagreeing with what is in the paper).</p>
	Personal relationships	
Para. 5.2 bullet 1	Lack of trust and the occurrence of factions	A new code of conduct has been drawn up and agreed by all councillors (new Cllrs on acceptance of office) which sets out how Councillors should behave. It is a role of the Chair of the Councillors to spot problems occurring and try to ensure the Council works as a team.

Parish Clerk

Subject: RE: Car Park Working Party Report

-----Original Message-----

From: Parish Clerk
Sent: 14 November 2017 14:13
To: 'R FORBES'
Subject: FW: Car Park Working Party Report

Dear Mr Forbes

You assert that the Council delayed publication of the report to allow "certain Councillors.....to append their "defence" to the document." This is untrue. As you will see from the answer to Question 5, all Councillors received the draft report prior to the meeting according to standard practice. I had hoped to publish the report and associated documents more quickly following the meeting but because of the decision to include other documents as well as the report itself, the minutes of both the Extraordinary Meeting and Parish Council were prepared and agreed first so that I could ensure that I was properly following the Council's instructions.

I provide answers to the five questions raised in your email of 7 November 2017.

1. No recording was made of the 'In Camera' meeting of the Parish Council on 23 October 2017. The question of recording of in camera sessions was not anticipated by the Code of Conduct Working Party. I sought advice from CAPALC. CAPALC said that in camera sessions should not be recorded. A member of the public has recently highlighted that it does not state this in Standing Orders. There will be an agenda item at the November Parish Council meeting to ensure Standing Orders are amended to make this practice explicit.
2. Normal practice is that there will be an agenda item at a future Parish Council Meeting to discuss the release of minutes that have been held 'In Camera' and whether the Council agree to them being made public. This will happen at a future Parish Council Meeting.
3. The phase 2 Car Park Working Party was an informal voluntary group, not a subcommittee of the Parish Council and not a public body. The Working Party was charged with delivering a report, but had no other obligations to the Parish Council. The Working Party was advised by its independent Chair not to record meetings and that it should keep informal notes (not minutes) which would not be published. This decision was not conveyed to the Parish Council and did not come to light until I discussed with the WP what would be published together with the report. At that point I asked CAPALC whether ownership of the notes lay with the WP or the Council. CAPALC confirmed that it lies with the WP and the Council has no authority to publish.
4. No - Mr Potter was a Contractor working for EDGE IT Systems Ltd and he provided very occasional finance support particularly at year end. Mr Potter is also a Parish Clerk for Bursledon Parish Council. I asked CAPALC if he would be a suitable candidate to Chair the Working Party and CAPALC advised he would be.
5. There were three councillors who had been party to the writing of the report. All other councillors were sent the Confidential Report on Friday 20th October, which was two days after the Agenda was circulated. It is normal practice to circulate supporting documents with all council agendas in this way, so that the contents receive informed consideration.

Kind regards

Sarah Adam

-----Original Message-----

From: R FORBES [
Sent: 08 November 2017 10:33
To: Parish Clerk
Subject: RE: Car Park Working Party Report

Sarah

Thanks

Rob

On Wed, 8/11/17, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Subject: RE: Car Park Working Party Report
To: "R FORBES" <
Cc: "Assistant Clerk" <assistantclerk@melbournpc.co.uk>
Date: Wednesday, 8 November, 2017, 10:07

Dear Mr Forbes

I

confirm your email has been received and forwarded onto all Councillors and I will reply to your requests as soon as is feasible.

Kind regards

Sarah

-----Original
Message-----

From: R FORBES [
Sent: 07 November 2017 22:53
To: Parish Clerk
Subject: Re:
Car Park Working Party Report

Sarah

I've just noticed

that I failed to ask ,as intended,for you to circulate ,on receipt,a copy of my letter to all Councillors.

Apologise for the oversight but it would be appreciated if you would do so and confirm.Thanks.

Rob

On Tue, 7/11/17, R FORBES <
wrote:

Subject: Car Park
Working Party Report
To: parishclerk@melbournpc.co.uk
Date: Tuesday, 7 November, 2017, 13:22

Sarah

You will know that for some

considerable time I have had concerns as to how the Parish Council has been operating. Those concerns were initially raised by observing what appeared to be clandestine pre council meeting meetings between prominent

members of the then council and the then Clerk. They were exacerbated by the resignation letter of a previous councillor and I have, as you know, subsequently raised many questions at Council meetings predominantly on the Hub / Car Park and the way decisions relating thereto have been made. I have by no means been the only member of the public to voice their concerns at how the Council was being run.

The public furore came to
a head over
the issue of the Grievance

Report which we are all pleased has now been published in full. In some regards however the substance of this report has deflected away from what has and in my view remains the main issue. The lack of openness and total transparency.

The
"new" Council (which appears to

still be dominated by one of the factions that dominated the "previous" Council) has declared their new watchwords to be that which was lacking, Openness and Transparency. However when first put to the test, when faced with potential criticism in the Car Park Report, it would seem that the Council has reverted to type. Rather than, as promised in the agenda, publish the report the day after its acceptance by the Council it has delayed so doing to allow certain Councillors (the very Councillors who initially had thought it appropriate to sit on the WP and thus influence judgement on their own actions) to subsequently append, and thus give added veracity to, their "defence" to the document. Such annexation (as the brackets in your minutes infer) was not part of the motion carried.

The Council has
also tried denigrated
the report by

including with it the resignation letter of the ex chairman of the WP and his first two drafts of the report. Those drafts were rejected by the WP and thus have no veracity whatsoever and should not have been published. If the WP wished them to be published they would have included them in their report. It should be stressed that the ex chairman was one of four members of the WP who were independent from the Council and all six remaining members of the WP, including three current councillors, agreed the Report. The ex chairman's views carry no more weight than the other six members of the WP and by publishing them with the report the Council's actions clearly give his views greater weight than they merit.

In the light of
the above would you
please confirm:-

1. The recording of the In
camera

Council Meeting 23 Oct and the minutes thereof will be immediately released. As was agreed at the subsequent open meeting the ban against the public's attendance at that meeting was ultra vires. The reasons for excluding the public given by Mr. Dewar were in any event less than intelligible and totally unconvincing as to why it was in the public interest for the meeting to be held in camera. It may have been in the Council's / certain Councillors'

interest, but that is not the test.

2. Now
that all issues relating to the
Car Park

have been resolved all redacted minutes relating thereto will be immediately published

3 That the recordings and minutes of all CPWP meetings will be immediately released as promised now that their Report has been published.

4 That the ex chairman of the CPWP had had no previous dealings ,either personal or professional ,of any nature with any past or present Councillors who have had any involvement with the Car Park

5 The date the Report was first released to all current and past Councillors some of whom at least had obviously seen and considered its contents prior to the meetings 23rd Oct .If it was not released to all Councillors at the same time,why not?

In the light of the above it seems unfair to expect the public (who could only see the Report at the earliest last Thursday 2 Nov) to have to digest its contents and raise written questions to the Council by this Friday.10 Nov

Your early response would be appreciated.

Rob

Ps
Please forgive my lack of IT skills in the drafting of this letter.

Parish Clerk

Subject: RE: Questions for the Car Park Working committee

From: simmonett
Sent: 10 November 2017 23:01
To: Parish Clerk; Assistant Clerk
Subject: Questions for the Car Park Working committee

For the attention of the Car Park Working committee

There are few points in the document that only offer a vague comment and in some cases glossed over. I would be grateful if the following questions could be answered. My questions are in bold

Cost history – Background

Due to problems with the construction, and the nature of the contract, the project cost eventually reached more than £500k;

What were the construction problems and how was this affected by the contract?

... An invitation to tender was sent out at a budget price of £150k; only one tender was eventually received. ... on 30th March 2015, and approved by the Full Council on 13th April 2015 at approximately £255k.

There is a considerable increase from the budget price and the final tender price by £105,000. Was this figure questioned by the Working party?

Tendering

The Council employed a consultant to assist with the tendering process

There is no indication how the consultant was chosen or who they was. Does the Working party know who this person was and how they were chosen?

Members of the Working Group Observations

One even pointing out that the COOP offered a proposal which was turned down without any real consideration or feasibility study as to how this may work.

Is there documented evidence of this and when the suggestion by the COOP was put forward?

During the consultation, were ALL members of the Parish Council sub-committee consulted?

Kind regards
Peter Simmonett

RESPONSES TO MR SIMMONETT'S QUESTIONS WHICH CAN BE ANSWERED BY THE PARISH CLERK

Q There was a considerable increase from the budget price of £150k....[until] approved by the Full Council on 13 April 2015 at approximately £255k.

The increase in budget can be followed through the discussions of the Council and its committees, for example:

PL53/14

To consider any matters concerning the Village Car Park

Councillor Regan outlined the key objectives of the scheme notably to provide a car park design that maximises the number of car parking spaces with a design that minimises anti-social behaviour whilst in parallel provide a safe route to school for school children. He outlined the current progress of the scheme and advised members that the design and cost estimates are currently being developed and will be finalised following discussions with the Police Architectural Liaison Officer.

The current Plan is for the next Car Park meeting to be held on 20 August in the hub attended by the Project Manager who will brief members on the design development, outcomes, materials and costs.

Councillor Mulcock questioned why the Parish Council had not proceeded with the design completed 3 years ago with public money and why the costs seem to have increased from the previous document. Councillor Regan replied that the Parish Council had taken a decision to start again with a Project Manager and the previous scheme had been passed to the Project Manager for information.

Cllr Norman stated that once the Council receive all reports and costings the Council can agree the best way forward on how to spend the money

PL65/14

Village Car Park:

Cllr. Regan reported on the meeting held last Friday with the design team, notes on which have been sent out and comments made thereon. He reported that the cost is now estimated at £230,000 + £20,000 contingency which is, as he rightly feared, too much for the council to afford. As a result, a discussion took place about the possible options ranging from de-scoping, accepting a basic design based on what the council could afford, undertaking a cost-benefit analysis, borrowing the money, and using other available council funds. Cllr Regan said he will explore possible options with Sweetts and get them to cost each one which he will make available to members.

PL78/14

Village Car Park:

The Clerk issued two documents: the latest estimates from Sweetts and an e-mail from a resident about anti-social behaviour on the car park. Cllr Regan went through the figures and stated that the refurbishment could start in Feb/March and be part funded by next year's Precept. This might enable all of the work to be done consecutively. However, in the light of the e-mail concerning anti-social behaviour the council considered bring forward some of the work and seek to secure the car park but this was rejected as being unrealistic and expensive and urged greater police involvement which Cllr Hales confirmed would happen. Cllrs Linnette and Norman urged the committee to take a decision on what was going to happen and inform people as to the timetable.

Q The Co-Op option.

This was discussed as F&G 49/14.

Cllr Regan presented details of the 3 tenders for the refurbishment of the car park with a recommendation from Sweetts that the quote from INTERSERV for £255,047.60. be accepted. Prior to any recommendation being put, the committee considered the letter from Banks Long & Co, Chartered Surveyors on behalf of the Co-op with regard to purchasing the car park for a new store with additional parking spaces for the public. This was rejected on a number of grounds, principally that it would contravene the lease between the council and SCDC and also the need for the car park to stay in the public domain, to safeguard the safe route to school, and the curbing of anti-social behaviour.

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.

Peter Williams
Land Director (New Homes)
Countryside House
The Drive, Brentwood
Essex
CM13 3AT

By email (peter.williams@cpplc.com) and post

24 November 2017

Dear Sir

Outline Planning permission for the erection of up to 160 residential dwellings, including affordable housing provision, public open space and associated access, infrastructure and landscaping. All matters reserved except for access. S/2141/17/LO at Land to the west of Cambridge Road, Melbourn, Cambs c/o Agent Countryside properties

Thank you for attending the Extra-ordinary Planning Meeting on 15 November 2017. The purpose of this meeting was not to seek commitment from Countryside but rather agreement to discuss and consider options. It was noted that Planning Committee will make recommendations to full Council for discussion on 27 November and their response must be made to SCDC by 28 November.

Listed below are the notes from the meeting and actions arising for your information and attention:

Sewage

The Chair noted that Anglia Water was unable to attend the meeting. The Parish Council would be looking for assurance that drains are adequate and would like to see Anglian Water's proposals. Also sight of written feasibility was requested and confirmation that Grampian Rules will be applied (as is the case with the New Road development). Mr Williams responded that proposed development will only go ahead if foul sewage strategy is mitigated and drainage is adequate. Discussion followed as to pumping station and gravity system. Noted high demand on pumping stations from Melbourn and neighbouring villages. Noted that Anglian Water had previously indicated 50% slack in the system but in fact this is more like 5%. Noted that Anglian Water had promised that sewage issues would not be a problem re New Road development but this is not the case.

Education

The Chair queried the plan to transport primary children to schools in neighbouring villages (particularly Meldreth). Mr Williams noted that as a result of the Eternit planning application being refused, Meldreth Primary School has capacity. A District Cllr noted that Eternit will

most likely go to appeal and it is a brown field site. If successful there may not be capacity for Melbourn children. Discussion as to unsuitability of walking/cycling routes to Meldreth. Noted that proposed improvements to footpath are inadequate and bridge over railway lines are not suitable for disabled users.

The Chair noted education and transport of children to be a big issue. Possible solution may be some sort of community transport. Mr Williams noted that Countryside have subsidised buses for up to 5 years in other developments. A response was given that reduction in bus service in the village had resulted in increased use of cars. Parking for Meldreth Station was problematic on the High Street. The Parish Council had been advised to look for c.£45k to fund a community vehicle (including running costs and driver). Noted that relying on volunteers was not a viable option. Community vehicle could transport children to school and also rail users to the station. Suggested that the service should be supported for c.10 years. Noted importance of good transport links for all and particularly residents of affordable housing. Cost of supporting community transport estimated to be in the region of £20k pa over 10 years - £200k. Also noted that the Parish Council was not proposing to provide free transport for all and would look to recoup some running costs from users. Chair noted that the Parish Council was providing an option to Countryside. Mr Williams responded that this option would need further consideration.

Education

Mr Williams noted that Countryside could make decisions relating to education issues. Anglian Water is a third party however, it is in Countryside's interests to ensure good drainage on the site.

Traffic calming

A District Cllr noted traffic calming requirements along Cambridge Road. Suggested reducing speed limit to 50mph from A10 entrance to Cambridge Road, reducing to 30mph at Cherry Farm. Also suggested narrowing road (by a gateway) at that point and additional signage on cycleway at the entrance to the development. Noted that County Highways have already indicated they will not enter into discussions. This is a matter for the Parish Council and Countryside. Mr Williams noted discussions with Parish Forum and Chair confirmed a meeting had taken place.

Co-Op pull off area

A District Cllr noted that he would follow up discussions with area manager of the coop but confirmed there had been no further discussions with Hopkins Homes about this.

Library Access Point (LAP)

Noted that s106 monies were used for library service including mobile library but CCC does not run the LAP. LAP has queried s106 contribution request and has received information that instead of the Cambridgeshire County Council applying for s106 funds, Melbourn Parish Council in conjunction with the LAP will make s106 applications for equivalent s106 contributions themselves.

s106

Possibility of providing services lost due to Children Centre closures to be reviewed. This will require confirmation from s106 Officer. Noted that the Parish Council has limited time available to negotiate these matters. Other s106 contributions include apart contribution towards the £178k for extension to the Hub. Also Highways. Mr Williams noted also open spaces and community spaces. A question was put would Countryside consider funding some outside fitness equipment in addition to that already requested. Mr Williams noted that he would consider this.

The Chair raised some planning issues:

Query height of buildings along the edge of the site? Mr Williams responded buildings will be 2-3 storeys. Number of three storey buildings will be reduced. Tallest buildings will be along border with TTP.

With regard to shared ownership, a District Cllr noted that Home Link would be preferred system. The Parish Council would not support employees at TTP being given first refusal for affordable housing. Any key worker arrangements (such as for East of England Ambulance Service) may be supported but should only affect a portion of the development, not the whole.

Chair noted that Parish council would want to see 'staircasing' with the part equity share to be 80% with no covenant for onward sale. Difficulties with arrangements with Housing Associations in the past were noted and importance of clarity as to what people are entering into at the outset.

Chair noted landscaping should be discussed with Parish Council at an early stage. A Cllr queried if gardens for affordable housing plots will be comparable with other plots. Mr Williams confirmed that gardens for 2 bedroomed plots will be of comparable size. To be discussed further at Reserved Matters stage.

The Chair invited questions from Countryside. Mr Williams noted that Countryside wish to continue to collaborate with the Parish Council. Reaffirmed commitment to community, thanked the Parish Council for the opportunity to attend the EOM and undertook to respond by 27 November 2017. The Chair noted that the Parish Council wants to achieve a good outcome for all. The Planning Committee's recommendations to the Parish Council will depend on Countryside's written response to this evening's discussions.

It was proposed that the Planning Committee recommends to full Council to resolve to approve the planning application, subject only to the Local Planning authority confirming that the infrastructure items that have been identified by the Parish Council, to make the development acceptable in planning terms (as set out in the list below), are securable by way of either planning condition or planning obligation under section 106 of the Town and Country Planning Act 1990:

- Contribution towards community vehicle and 10 years running costs
- Expansion of the Community Hub
- Provision of pull off for HGV delivery lorries at Co-Op, High Street
- Library Access Point
- Traffic Improvements
- Skateboard park
- Any on site public open spaces to be transferred into community ownership upon completion.

The Parish Council looks forward to your response on these issues and should you wish to clarify any of the issues do not hesitate to contact us.

Yours faithfully



Sarah Adam
Clerk to the Parish Council

Parish Clerk

From: Peter Williams <Peter.Williams@cpplc.com>
Sent: 27 November 2017 17:38
To: Parish Clerk
Cc: Martin Curtis
Subject: FW: Emailing - Cambridge Road Foul Drainage.pdf
Attachments: Cambridge Road Foul Drainage.pdf; Scanned from a Xerox Multifunction Device.pdf

Apologies (attachments now included)

Dear Sarah

Development proposal at Cambridge Road, Melbourn

Thank you for the time given to us at the extraordinary Parish Council meeting of the 15th November. It was very helpful to have your views on our proposals.

At the meeting, you outlined various items that the Parish would wish to see addressed/delivered in return for its support to the application, to ensure both that the development becomes integrated into the Melbourn community and its impact on the village is mitigated.

Turning to each of those items in turn:

1. Community Hub: The section 106 makes an allowance for an indoor community space contribution totalling £74,000. You would like to see the library services within the Melbourn Hub enhanced. We would be pleased to make a contribution of £10,000 towards the Library Access Point.
2. Outdoor gym/ elderly play: In addition to the on-site LEAP, informal children's play space and informal open space, the draft s106 also includes for an offsite contribution of £60,000 towards a new skate park in Melbourn. We would be pleased to increase this contribution to £80,000, with the additional £20,000 being used to provide a suitable offsite outdoor "gym" facility.
3. Speed Restrictions and Road Safety along Cambridge Road: We would be pleased to work further with the Parish to secure speed reductions and road safety beyond those points already agreed with Highways as part of the planning application. We can make no absolute assurances in this regard as we will of course be bound by negotiations with the County Highways team, but working with the Parish, we believe that we can achieve a number of measures that will contribute towards reducing speed and improving road safety. Taking each point in turn:
 - a. Speed limit: My Highways engineer sees no problem in reducing speed off the A10 to 50mph. There is some further work to be done with regard to moving the 30mph further out of the village to ensure it is an effective solution to achieve the reduction.
 - b. Entry treatment: Our Highways engineer recommends the most effective solution is a set of gates, white lining (to give perception of road narrowing) and a traffic island, to reduce width of the road. We would provide the gateway with a "Melbourn Village" nameplate. A photo example of this is attached and I would be pleased to continue a conversation after our current outline application is approved.

As a point of clarity we would commit the necessary financial and human resource to submit the required applications and implement the works agreed with the Parish and Highways department.

4. Co-op: We would be pleased to continue to our commitment to work with the Parish to resolve a final solution that facilitates a better loading arrangement.

5. Urban Design and Landscape Impact: We continue to work with the District's Urban Design officer to agree the final parameter plans for the outline planning permission. We are willing to set up design workshops with the Parish as we work through the reserved matters stages to arrive at a suitable design that includes bungalows fronting Cambridge Road.

6. Foul Sewerage: Please see attached note from our drainage specialists about our strategy for foul water sewerage. Our strategy is to pump to the north. The pipe will traverse land within the ownership of our landowner, and by requisition traverse land outside of our control connecting to a chamber directly upstream of the Melbourn Water Recycling Centre.

Anglian Water responded to the initial enquiry to confirm the existing sewer infrastructure has capacity to support the development upon the basis of a pumped discharge to the chamber. It should be noted that this proposal will bypass any capacity issues within the Foul Sewer Network in the vicinity of the site, but requires provision of an offsite rising main approximately 1km in length. In addition to the rising main, a new onsite foul pumping station is required within the development.

7. Transport to the Meldreth Primary School: I can confirm that we are willing to commit up to £250,000 (£45,000 for a bus plus running costs) to achieve a safe travel solution to transport children that occupy our new homes to the Meldreth School. Of course, at this time we do not know how many children will need to be transported to Meldreth but it is inevitable that some households will have children that will go to that school.

I have undertaken some enquiries. There are a lot of considerations that we need to work through together, but you have my commitment to find an effective and measured solution.

As you will appreciate it is difficult at this time to arrive at an exact figure for the set up and ongoing running of a service and legally we are both obligated to ensure a soundness to the figures and solutions arrived at.

There are factors that will influence the total capital cost and contribution needed towards the future running of the service. For example, we discussed the merit of the bus providing other services during the day to mitigate the existing issue of travel to Meldreth station for which users would pay. Furthermore, my highways specialist has an enquiry out to A2B Bus and Coach who already operate the daily Melbourn – Shepreth – Royston service once a day which travels past Meldreth school. There is potential that this could provide extra services to tie in with school opening and closing times. This would be subsidised by Countryside where children and their parents travel for free for the duration of the Travel Plan period. This has a benefit of reducing the burden on the Parish to maintain and staff the service.

There is also a need to agree a time point at which there is a critical mass of children to justify the service starting (say year 2 of the development) and equally there could be a point in time after which it is no longer required, we discussed a tenure of 10 years. A travel plan could be put in place to monitor this.

As you are aware the legal means of providing the Parish a capital contribution needs to be legally sound. The section 106 will capture the Travel Plan document which is probably the best way of capturing this. We will be required to submit a Travel Plan after our outline planning permission has been granted which will give us the time to work together and find the best solution. The Travel Plan will include the package of measures that will increase sustainable means of transport and reduce the need for travel. The Travel Plan can capture the management, funding, marketing and promotion of the service that we will deliver including the triggers, enforcement and long term sustainability.

8. Affordable Housing: There were concerns raised at our meeting about the "staircasing" of affordable homes. We would need to agree this with the South Cambs Housing Officer as part of the s106 agreement and will take forward this matter into the negotiations of the s106.

9. On site open space: The Parish expressed a desire for the onsite open spaces to be transferred upon completion. This is acceptable subject to agreement to an appropriate management regime that our residents are aware of at point of purchase of their home.

I want to make it very clear that we are absolutely committed to working with the Parish and to provide the Parish and Melbourn community a development that is responsible for its impacts on the infrastructure, and is of a design that knits in to the existing village environment.

I trust that this commitment is sufficient for the Parish to support our planning application to provide housing in a responsible and well-designed manner.

I look forward to working with you further once our outline planning application has been approved with your support.

Yours sincerely

Peter Williams MRICS MRTPI
Director (Land)
New Homes and Communities
Countryside Properties (UK) Ltd

T: 01277 697 086 | M: 07739 002 082 | countryside-properties.com



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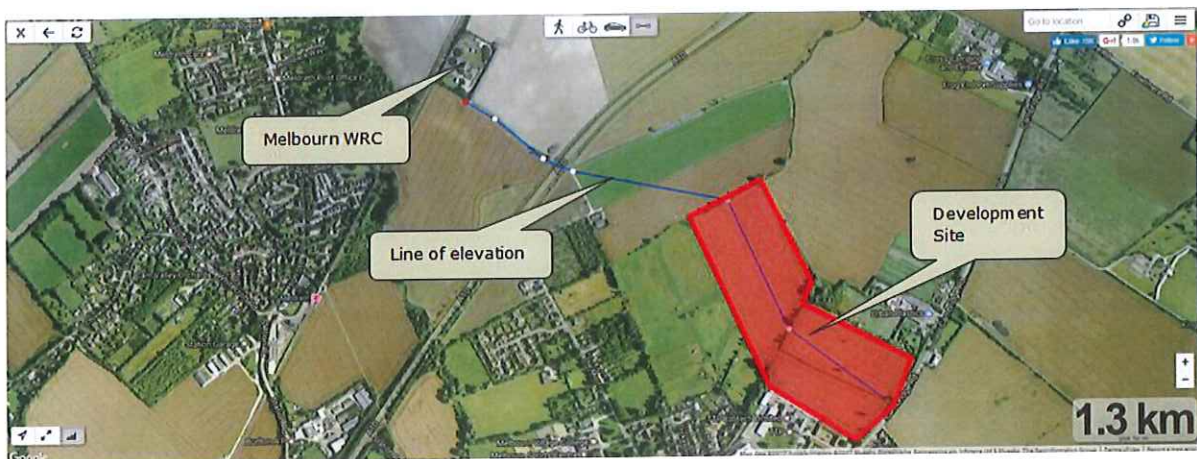
Countryside Properties plc. Registered in England No. 09878920
Registered Office: Countryside House, The Drive, Brentwood, Essex, CM13 3AT. Telephone: 01277 260000

Cambridge Road, Melbourn: Foul Drainage Solution

Anglian Water responded to our enquiry to confirm the existing sewer infrastructure has capacity to support the development.

This was based upon a pumped discharge to the chamber directly upstream of the Melbourn Water Recycling Centre (response attached, with extract below). It should be noted that this proposal will bypass any capacity issues within the Foul Sewer Network in the vicinity of the site. An offsite rising main approximately 1km in length is required. In addition to the rising main, a new onsite foul pumping station is required within the development, this has been included in our illustrative layout.

The pipe will pass through land (coloured red) in our landowner's control, and third party land to connect to the Melbourn (WRC).



Section 4: Map of Proposed Connection Points

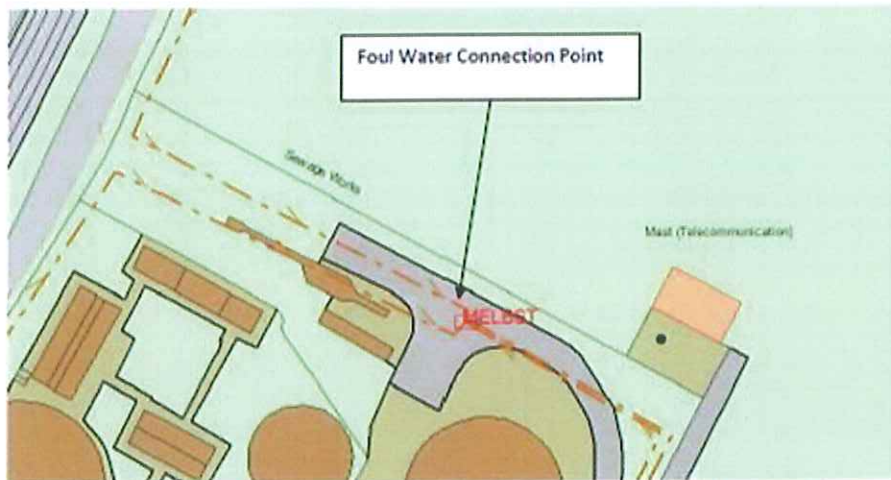


Figure 1: Showing your used water point of connection via a direct connection to Melbourne Water Recycling Centre at a NGR TL3811946090

Following confirmation from Anglian Water, we made further enquiries to better understand the costs associated with the offsite works, which we believe will be requisitioned under a Section 98 Agreement. Anglian Water replied with several different options, considering both 160 and 300 unit developments to test overall capacity. Excluding the onsite pumping station (which will be delivered by CPPLC), the developer contributions towards the rising main will be paid by Countryside.

Our engineer, Ardent, met with the Anglian Water team several months ago and whilst Anglian Water confirmed they are aware of the other developments proposed within the area, and that these have been considered in advising us of the solution noted above.

We expect a condition to be imposed upon us to demonstrate a foul water solution for the development which will need to be discharged through evidence of detailed design.

21 NARROWING, SPLITTER ISLAND Devon: Newton Tracey



Location: Devon: Newton Tracey village.

Implemented: October 1992.

Background: The village of Newton Tracey lies on a 'B' class road which is the main route between Barnstaple and Torrington. It is a bus route and also carries a high proportion of Heavy Goods Vehicles. A straight downhill approach into the village was causing traffic to speed up as they entered the narrow road through the built-up area.

Need for Measures: To reduce speeds which were causing accidents and damage to property.

Measures Installed: Central 'splitter' island with horizontal deviation, contrasting surface strips, street lighting, extra signing and landscaping to break up open area.

Special Features: 'Gateway' scheme emphasising entry into village by visual narrowing.

Consultation: Parish Council and utilities.

Monitoring	Accidents (p/a)	Speeds (mph)	Traffic (16 hr)
Before	1 in 3 yrs	38 mph	2,900
After	0 in 1 yr	35	2,900

Contact: David Netherway Tel: 01271 388503

Authority: Devon County Council

Technical Data:

Location Type: Village approach.

Road Type and Speed Limit: Rural 'B' class: 30 mph.

Scheme Type: Narrowing of approach with central 'splitter' island with extra signing, lighting and contrasting strip to form gateway.

Length of Scheme in Total: 130 m.

Dimensions: Widths: Approach 5.5 m. Lanes 3.5 m. Lengths: Narrowing 75 m. Island 22 m. Contrasting strip 19 m.

Materials: Contrasting strip: Surface dressed with 14 mm aggregate.

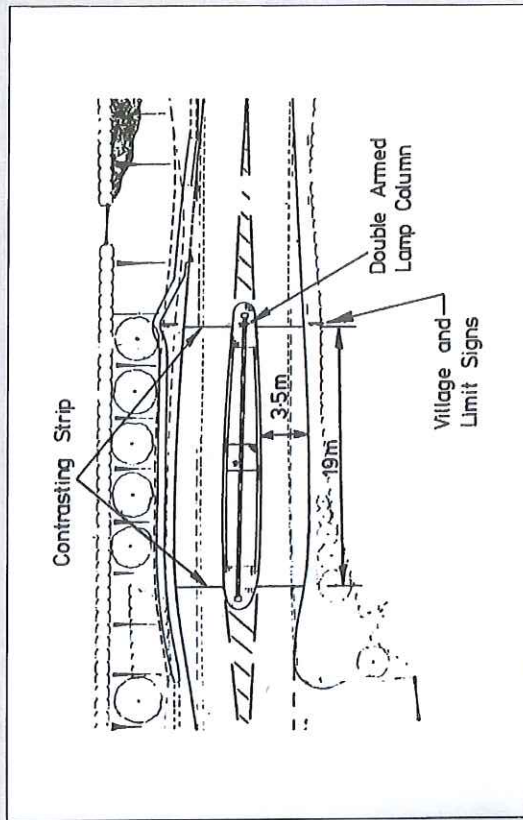
Kerbs: Countryside kerbs to carriageway edge. Precast concrete full batter to island. Island: Simulated granite setts surface with planting in centre.

Signs: Regulatory signs: '30 mph limit'.

Others: Village name boards both sides.

Road Markings: Diags. 1024, 1040 and 1014.

Lighting: Double armed steel column in line with signing and illuminated 'keep left' bollards.



Cost:

Devon County Council £20,000.

Contact's Comments: Coarse surface of contrasting strips initially gave rise to noise nuisance, subsequently surfaced over to resolve the problem. Scheme blends in well environmentally.

APPENDIX K

Proposed 75 Bed Care Home - Melbourn Futures Working Party (MFWP) Comments

Proposal: Application for the approval of reserved matters for the appearance, landscaping, layout and scale following outline planning permission S/2791/14/OL for a new care home of up to 75 beds, new vehicular and pedestrian access

Application Reference: S/3448/17/RM

Location: Land to the east of New Rd, Melbourn, SG8 6BX

Applicant: Richard Dooley, Octopus Healthcare

References:

A - Parish Clerk letter to Bonnie Kwok SCDC 1st November 2017

B - Melbourn Parish Council Planning Committee meeting November 2017

C - Octopus letter to Parish Clerk 20th November 2017

D - Melbourn Futures Working Party meeting 23rd November

E – SCDC Consultancy Unit Response 9th November 2017

Background

Reference A set out the concerns of Melbourn Parish council in relation to the application and requested an early meeting with SCDC to resolve these.

A meeting was held with Bonnie Kwok (Hd Planning and New Communities SCDC) on 13th November. Many of the issues raised by MFWP were agreed and it was recommended that MFWP meet with Octopus Healthcare as soon as possible in an attempt to resolve some of the issues. It was also agreed that Reference A be forwarded to Octopus in order to enable them to respond.

Octopus were invited to attend a meeting Ref B and unfortunately discussions were not concluded and it was agreed to hold a further meeting once the Parish Council had received a response from Octopus to Ref A.

Ref C was received on 20th November and it was agreed to meet with Octopus at Ref D.

As a result of the meetings at Reference B and D MFWP have a much greater understanding of the proposed care home operations.

Issues

1. MFWP find itself in a difficult situation notably what is being proposed by Octopus is a state of the art care home for end of life dementia care which would ultimately prove beneficial for some of the residents of Melbourn. Unfortunately the building has a mass and scale outside what would be expected in a domestic residential environment (in conflict with SCDC Control Policy section 1f). During the outline planning application a survey of the village indicated that some 84% of the population of Melbourn did not believe it was necessary. This result was based on official pc public consultation (viewed and approved for accuracy and balance prior to issue by SCDC) with the invitation to comment and that the survey and its results formed part of the community's objection to the outline application.

The number of beds required for the care home is based on a demographic analysis of a requirement within a 3 mile radius of Melbourn and not on reality. It would appear that the business case for the care home is justified on a high degree of private care to the detriment of public care. Due to affordability issues therefore there is no guarantee that residents of Melbourn who require such care will be afforded it in the new development.

2. The initial appeal decision approving the scheme for outline planning noted that the landscape and amenity impact were adverse however this was outweighed (in the planning balance) by the overall

balance of care home provision. The location of the care home on the development was not discussed and is only accepted on the premise that it was not discussed but accepted given that planning conditions are imposed in relation to its location. The Parish Council are not aware of any legally binding agreement as to why the care home should be located as proposed

3. The original design and access statement actually refocuses on why the design of the care home needs attention and it would appear from Octopus that the decision to undertake a radically different design was to maximise commercial opportunities.

4. It is also clear that the footprint and location of the care home as shown on the outline planning application no longer holds good and the current proposal is larger, has a different configuration and has been moved. The increase in size is mainly to reflect the needs of a modern 75 bed care home. It remains the belief of the MFWP that the care home is too big and is in the wrong location. In many ways it would have been preferable to locate the facility in the north west corner of the site or along its eastern boundary and this would enable prospective house purchasers within the 199 home development to decide for themselves whether they wished to live near the care home. When questioned on the location of the site it is clear that this is the land purchased by Octopus from Endurance Estates and therefore could not be changed. In the minds of the MFWP this is not sufficient reason for inflicting the mass and scale of the building on residents in its current location.

5. MFWP strongly believe that a building of this mass and scale is in conflict with SCDC Control Policy (section 1f)

6. When questioned as to why a 75 bed care home was necessary Octopus stated that it was for commercial reasons and the break even point financially for a care home was in the region of 60/64 beds. MFWP believe that a care home to cater for 64 beds would be far more desirable in terms of its impact.

7. Discussions were held at Ref D concerning the opportunities to reduce the scope and scale of the building in general and the section that wraps around East and West Barns in particular. MFWP believe that by removing the second floor (third storey) that wraps around the gardens of East and West Barns the impact of the development would be dramatically reduced and provide much needed privacy and light. Commercially given the break even point of 60/64 beds it is believed this omission would still be financially viable.

8. In terms of privacy it was noted that Octopus had revised their scheme to accommodate improved privacy to the East and West Barns. There still remains concern over privacy, light deprivation and the impact of the scale and mass of the development. It is understood that Octopus are meant to be undertaking a shadow/light survey in order to demonstrate the impact of their proposals.

9. Operational Issues:

A number of operational issues were discussed in order to better understand the impact on the local community:

- MFWP require confirmation that the issues discussed and agreed need to be guaranteed by the operator of the care home
- MFWP were concerned about the impact on the Orchard Road surgery given that the current UK practice (currently proposed by Octopus) entails the use of local doctors via a retainer
- Despite Octopus assurances regarding the 30 parking spaces as being adequate MFWP remain concerned about visitors, tradesmen etc parking on a 5m wide access road
- The noise levels remain unknown at this stage

- There are concerns in relation to residents leaving the care home unsupervised and the impact on them and the local community given their state of mind
- Concerns remain over the traffic junction on to New Road and the current/future dangers related to the chicane and future developments. This applies to visitors who potentially will be in a state of distress when leaving the care home.

10. It is noted that Octopus have commissioned a traffic survey to establish likely traffic patterns and volumes.

11. Octopus did agree to the long term maintenance of the landscaping during their tenure.

12. It appears from Ref E that Octopus have failed to discharge condition 5 in relation to the protection of trees and hedgerows.

13 . It seems that the application is being approved a bit at a time and information is being supplied as and when. As an example the Parish Council would not have accepted the 199 Homes plus a 75 bed care home providing a traffic survey after planning approval. The Parish Council would wish to see this report and any other processes still required and be able to challenge these prior to any further submissions to the planners at SCDC.

Recommendation

Although it is clear that Octopus have listened to some of our concerns their changes appears to be minimal and the overall feeling is that this is a commercial opportunity for Octopus at the expense of the community of Melbourn. The recommendation of the MFWP is therefore to reject the scheme on location, layout ,scale and appearance grounds noting that there remains outstanding surveys that are yet to be completed for comment.

APPENDIX L



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Independent Internal Audit Service for Parish and Town Councils

4th November 2017

Mrs Julie Norman, The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn
Cambs SG8 6DZ

Dear Mrs Norman

INDEPENDENT INTERNAL AUDIT FOR Financial Year 2017/2018

As a result of my mid-year inspection, I have enclosed a report of my findings together with observations and recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but a spot check has raised the following issues. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I look forward to making my end of year visit in May/June 2018 which should be scheduled for after the Council have met and approved and signed the year end accounts and completed the relevant sections of the Annual Return Form.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

- The Clerk and Assistant Clerk have taken over the accounts and, with continued support, they are now more confident with the Edge software package and are considering adding the management of the Allotments and Cemetary, in consultation with the new RFO.
- Due to the pressure of administrative work within the Parish Council Office I understand that the Parish Council are currently in the process of recruiting a Responsible Financial Officer.
- The Council have co-opted four new Councillors to complete their full quota of seats. All Councillors have now correctly completed their Register of Interest and Declaration of Acceptance of Office Forms.
- The Freedom of Information complaint is still on-going as the ICO lost their Appeal. The Decision Notice instructed the Parish Council to give a copy of the disputed document to the complainant with specified redactions. This was sent out last week. Matter still on-going with HR and Chair.
- Car Park
The Working Party finally presented their draft report to the Parish Council last week for adoption. Written questions have been invited to be submitted before 10th November and these will be presented to the November meeting of the Parish Council.

The Directors of the Hub Management Group have issued an initial financial report. Their next report is due in November. It is generally felt that this asset is now being run successfully.

- Allotments. The new tenancy agreements and rent invoices have just been sent out. The Maintenance Working Party are considering improvements to tighten up procedures with specific regard to the receipt of insurance premiums from tenants.
- The older material relating to Burial Matters has been archived. Current records will be moved over to the new workshop, after copying.
- The annual inspection of the Play Areas was carried out satisfactorily by Play Safety Ltd and no major concerns were reported.
- The issues regarding the new lease to be signed with Little Hands Nursery is still being negotiated.

NEW OBSERVATIONS AND RECOMMENDATIONS.

ASSET REGISTER

The Council is currently undertaking in-depth investigations into all aspects of the Council held assets.

I have suggested that it would be prudent to set a target date of March 2018 for completion of this very important data base so that adjustments to the figure shown in the Fixed Asset box of the Annual Return Form can be fully justified. This database should have a column which shows the actual value of each individual item and then a separate column which should indicate the insurance value.

RISK MANAGEMENT AND RISK ASSESSMENT POLICIES

The Council is currently writing a Risk Management Policy based on the Risk Assessment Policy of all Council assets including employees and financial matters. I have indicated that I would like to see the evidence of written inspection log sheets of council assets together with a schedule of procedures for reviewing other areas of risk at my next visit.

SPORTS PAVILION

I understand that the Parish Council have been forced to take back temporary control of managing this asset. It is important to have written evidence that this asset is included within the risk management and assessment policies as well as being incorporated within the accounts and budget headings, etc.

OFFICIAL MINUTE BOOKS

I reported last year:

Work needs to be urgently undertaken to ensure that the official minute books only contain the relevant Agenda and Minutes. Once these have been placed in a separate folder each page should be sequentially numbered. This will not only then conform to statutory legislation but will enable me to undertake an audit of council procedures and decisions within a realistic time frame. It is recommended that the Council consider having a separate folder for all accompanying documents/appendices and that a foot note on each agenda could notify readers that these papers are available for inspection through the Clerk for a limited period.

Due to pressure of work it has not been possible to do more than adjust the papers held in the current Minute Book. The Council should consider whether a volunteer could undertake to bring all documents up to the required statutory level and then send past bound Minutes Books to the County Archives for careful storage.

CONTRACTORS

I understand that the renewal of contracts is due in the next financial year, when areas such as best value and risk assessment and management will be considered in line with written Council Policy.

SECTION 137 of the Local Government Act 1972.

Last year I reported:

Councillors should note that regardless of the source from which money is received i.e. from the Solar Farm, it is essential that the Council considers the correct statutory use of their powers when awarding grants. It is recommended that the appropriate Minute gives the power under which the Council has awarded each sum to ensure they do not breach legislation.

I understand that the application forms for grants will be considered at the November Council meeting.

MINUTES for 2017.

Declaring Interests.

At the May meeting agenda item PC4a Councillor Siva declared a pecuniary interest as a neighbour in planning item PC22a. When this item was reached at the meeting it was not formally recorded in the Minutes that this Councillor left the debate and did not vote on the item. This would be the only written proof that the Councillor took this correct action should there be a complaint.

Jacquie Wilson (Mrs)
Director

APPENDIX M

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.

REVIEWED STRATEGIC PLAN DECEMBER 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. To use Twitter to disseminate Council business.
- 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.

- Finalise the Council's Asset Register and ensure it is underpinned by maintenance plans for major assets. *Must be done by March 2018 as the Internal Auditor will be checking and it underpins the end of year Governance statement.*
- Adopt a Records Management Policy and implement it by the end of March. *Again, an IA requirement.*

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.~~ Complete risk assessments for the work carried out by Council employees.
- Complete the current round of employee appraisals.
- ~~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. Request from IA to review position~~
- Review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- ~~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 wants 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

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.

DRAFT STRATEGIC PLAN NOVEMBER 2017 TO OCTOBER 2018

Aim: To maintain public confidence in the Parish Council and develop a clear view of how Melbourn' residents want the village to be improved.

1. Openness and transparency, and engagement with the community.

- To develop further the annual 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: To develop further public engagement with the Council's business.

2. Work effectively as a PC, ensuring that governance is excellent.

- Implement the lessons from the Car Park Working Party post-project review so that future PC projects are subject to good governance.
- Continue to ensure that the adopted policies are reviewed and put into practice.
- Understand the changing environment in which the Council will operate.

Outcome: To be in a position to qualify for the NALC Quality Award by May 2019

3. Be a good employer.

- Complete risk assessments for the work carried out by Council employees.

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

- Use the expertise of the RFO to establish a clear system of monitoring spend against the budget set as part of the Precept.

- Revisit the Council's Reserves Policy and plan to bring the level of reserves up to [an amount equivalent to the Council's annual spend]
- Continue to review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- Put the running of the Pavilion and sports fields onto a sound financial footing.

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 2019/20 which accurately represents predicted spend and makes an allowance for projects in FY 2019/20.**

5. Develop plans to deliver new projects for the Parish.

- Development of the green burial site at the New Road Cemetery. *From the Parish Maintenance WP. The burial site already exists – this project would be to turn it into a desirable resting place which can be marketed.*
- Prevention of vandalism. *From the Parish Maintenance WP. The aim is to spend money on ways of reducing the incidence of vandalism and hence reduce the costs associated with putting damage right/replacing vandalised items.*
- Development of the Pavilion to accommodate increased numbers at Youth Club. *From the MAYD Committee.*
- Use of s106 money to mitigate future development:
 - Expansion of the Hub
 - Replacement skateboard ramp
 - Pull off at the Co-op

Outcome: By October 2018 to have drawn up a business case for each project which includes a case of need, plans and costs. Each business case must show evidence of consultation with the community and whether or not the project is supported by the public.

6. Become a Council which has a clear idea of what its community wants and which works to achieve them.

- To develop, publish and carry out a consultation plan linked to the future plans set out at 5 above.
- Consult the community on what improvements to Melbourn are needed.

Outcome: A published plan whose impact can be seen in the Outcome for 5.

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every October prior to setting the Precept